



VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, February 27, 2023 – 7:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
Community Room

AGENDA

Public comments sent in advance of the meeting shared with the Village President and Board of Trustees. You may submit your written public comments via email in advance of the meeting to: ybot@vrf.us. If you would like to speak during public comment, please email lmaseila@vrf.us by 4:00 PM on Monday, February 27, 2023. Anyone may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 820 6367 6956 or by clicking the link here: <https://us02web.zoom.us/j/82063676956>. To watch the livestream, please go to the Village website: <https://www.vrf.us/events/event/2405>

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments & Announcements
 - a. Recognition of Jan Novak Dressel – Proclamation
 - b. State of the Village Presentation
5. Consent Agenda
 - a. Committee of the Whole Meeting Minutes – February 13, 2023
 - b. Village Board of Trustees Meeting Minutes – February 13, 2023
 - c. Fire Department Annual Report
 - d. Administration Department Report
 - e. Approval of a Payment in the Amount of \$24,273.08 to Springbrook Holding Company LLC for annual maintenance for the period from May 1, 2023, to April 30, 2024
 - f. Approval of a Purchase Agreement with Quadbridge for a Datto Backup Appliance and annual license cost for a total cost not to exceed \$32,672.16
 - g. Appointment of Trish Ivansek as Primary Delegate for IRMA - Resolution
6. Consent Items for Separate Consideration
7. Recommendations of Boards, Commissions, and Committees
8. Unfinished Business
9. New Business
10. Executive Session
11. Adjournment



PROCLAMATION HONORING JAN NOVAK DRESSEL

WHEREAS, Jan Novak Dressel has been named by The Historical Society of Oak Park and River Forest as the 2023 recipient of the “Heart of Our Villages” award; and

WHEREAS, Jan Novak Dressel has shown her commitment to educating both students and adults about the history of River Forest and its inhabitants through her career as an educator, a volunteer at The Historical Society of Oak Park and River Forest, and an active, involved citizen of River Forest; and

WHEREAS, Jan Novak Dressel has been recognized by the Illinois Association of Museums with a Lifetime Volunteer Award; and

WHEREAS, Jan Novak Dressel has served on the board of The Historical Society of Oak Park and River Forest, including as its president, and will continue volunteering with the Society to preserve and propagate the stories of our village of River Forest and its inhabitants; and

WHEREAS, Jan Novak Dressel continues to make history come alive for children as the “Hands-On History Lady” for students visiting the Oak Park River Forest Museum

WHEREAS, Jan Novak Dressel was among the neighbors on the 700 block of Bonnie Brae who first organized the LemonAid fundraiser, an effort which, since its inception in 2002, has raised more than \$500,000 to support local charities that serve and benefit children; and

NOW, THEREFORE, on behalf of the Village of River Forest, we express our sincere appreciation to Jan Novak Dressel for her creativity, innovation, and service and congratulate her on her selection by The Historical Society of Oak Park and River Forest as a 2023 recipient of the “Heart of Our Villages” award.

DATED this 27th day of February 2023.

Catherine Adduci, Village President

**VILLAGE OF RIVER FOREST
SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES
Monday, February 13, 2023**

A special Committee of the Whole meeting was held on Monday, February 13, 2023, at 6:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:00p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Gillis, Johnson, Vazquez, O’Connell, Village Clerk Keller

Absent: None

Also, Present: Interim Village Administrator Matt Walsh, Fire Chief Thomas Gaertner, Fire Marshal Kevin Wiley, Police Chief James O’Shea, Deputy Police Chief James Greenwood, Finance Director Rosemary McAdams, Assistant Finance Director Keke Boyer, Director of Public Works and Development Services Jeff Loster, Superintendent of Public Works Brian Skoczek, Village Attorney Lance Malina, Deputy Clerk Luke Masella, HR Manager Trish Ivansek

2. CITIZEN COMMENT

None.

3. DISCUSSION: FY 2024 – 2028 FIVE YEAR CAPITAL IMPROVEMENT PLAN

Interim Village Administrator Matt Walsh presented the Fiscal Year 2024 - 2028 Capital Improvement Plan (C.I.P) to the Village Board of Trustees. Mr. Walsh started by giving thanks to the staff members who made the plan document possible. Additionally, he reminded everyone that this presentation is a proposal and that no formal action will be taken until the budget is approved.

He commented that there are six categories within the Capital Improvement Plan. Mr. Walsh stated the categories are Buildings & Improvements, Vehicles, Equipment, Information Technology, Streets, Sidewalks, & Alleys, and Water/Sewer Improvements.

Five-Year Capital Improvement Plan: Buildings and Improvements

Interim Village Administrator Walsh explained that the largest item in this category will be the repair of the Fire Department apparatus bay roof.

Mr. Walsh also pointed out an improvement to the ADA front door at Village Hall.

He explained the improvements to the permitter offices on the second-floor level of Village Hall. Mr. Walsh reported that the internal offices/cubicles had been updated in 2018 and that it was time

for the permitter offices to receive new items such as standing desks and cabinets.

Mr. Walsh highlighted that the Public Works salt shed roof is an additional project that needs to be completed. He noted that the Public Works parking lot in the rear of the facilities will also need an upgrade soon.

Five-Year Capital Improvement Plan: Vehicles

Mr. Walsh addressed the need for new Police vehicles in 2024. He explained that there are three squad cars that are up for replacement this coming year.

Mr. Walsh noted that there are no Fire Department vehicles slated for replacement in 2024. However, he invited Fire Chief Thomas Gaertner up to the microphone to explain a proposal for the potential purchase a new fire truck for delivery in 2026.

Chief Gaertner explained that the Village would be looking to replace the reserve pumping engine in 2026. He noted, that like many other vehicles currently, there is around a two-year turnaround for a new vehicle.

Chief Gaertner suggested the Village not only order a new vehicle this year but also consider ordering a different type of vehicle based off his observations.

He suggested the village consider purchasing a “Quint” fire truck instead of a traditional engine truck. Chief Gaertner explained that a Quint truck is essentially a combination of the traditional ladder and engine truck and it will allow the Fire Department to operate more efficiently.

Chief Gaertner explained that the Village could sell the current ladder truck and reserve engine truck and utilize those funds to help pay for the Quint for a price around \$1.5 million dollars. He reported a new ladder truck would be around \$2 million dollars.

Trustee Brennan asked when the Village would have to pay the vendor and asked for an explanation of when the other vehicles would be sold to fund the Quint.

Chief Gaertner stated that the Village would pay upon delivery and that the two other vehicles would be sold close to the delivery date of the Quint.

Additionally, Chief explained that the Village may receive a good price when selling the other vehicles because many towns are in need of them.

Trustee Gillis asked how the vehicle would make the Fire Department operate more efficiently?

Fire Chief Gaertner explained that the current operating practices of the Fire Department, specifically how vehicles are driven to and from calls, are inefficient. Chief explained that as of right now, the Fire Department only uses one driver and one paramedic to drive the ladder truck to and from scenes. He reported that is both inefficient and potentially dangerous.

Additionally, he explained that the single fireman assigned to the ladder truck is not enough manpower to operate the truck properly. Chief explained that because of this, the Fire Department relies on mutual aid from the Villages of Oak Park and Forest Park to help cover calls.

Trustee Bachner asked if the Forest Park Fire Department and other department utilize a Quint truck?

Chief Gaertner reported that outside of Oak Park, nearly every other department in the area utilizes a Quint.

Trustee Bachner asked if there are any potential issues with maneuverability for the Quint?

Chief Gaertner stated the Quint is more agile than the current truck the Village uses.

Interim Village Administrator Walsh returned to the podium and continued the presentation. He reported that the Public Works Department has many vehicles that are due for an update.

Mr. Walsh noted that any vehicle or piece of equipment with an asterisk next to its name means the replacement has been deferred in the past.

He pointed out that two of the vehicles in the C.I.P are up for approval at that evening's Village Board of Trustees Meeting, dump trucks #41 and #44. Mr. Walsh noted that these trucks would only be paid for upon receipt.

Trustee Bachner asked if vehicle purchases like the Quint are required to be paid in one large payment or can the cost be spread out?

Fire Chief Gaertner stated that there are options such as leasing but he would defer to finance staff for those decisions.

Finance Director Rosemary Mcadams reported that the Village has been planning for these purchases already, thus much of the required funds have already been set aside.

Five-Year Capital Improvement Plan: Equipment

Mr. Walsh reported that the Police Department is scheduled to purchase an in-car license plate reader as it has been deferred in years past. He also reported that the Police Department would like to purchase additional radios and cameras, specifically light pole cameras for the North side of the Village.

He also reported that the Village Police Department is required to obtain body worn cameras for officers by July 1st, 2025. Mr. Walsh reported that because of this mandate the department is looking to get ahead of the coming demand and purchase the cameras in 2024.

Trustee O'Connell asked if there are any federal funding sources available for these purchases?

Police Chief James O'Shea reported that the department has applied for federal funding, while the State does not appear to be offering any funding at this time.

Interim Village Administrator Walsh reported that the Fire Department is hoping to purchase new breathing apparatuses in 2024.

He also pointed out the Village has budgeted \$50,000 to help pay for an electric vehicle charging station study.

Trustee Johnson asked for clarification on how the electric vehicle charging station funds are being spent.

Director of Public Works and Development Services Jeff Loster reported that money has been set aside to implement the recommendations of the ongoing study.

Trustee O'Connell asked if there are any federal funding sources available for this project?

Director Loster reported that once the Village establishes what exactly it would like to do and the scope of work, there are grants available. He also reported that the Village is interested in working with surrounding municipalities and businesses such as the Town Center for these projects.

President Adduci asked if discussions surrounding potential collaborations have already begun?

Director Loster confirmed that discussions have started.

Mr. Walsh emphasized that staff have not been fully able to predict the cost for some of the upcoming items on the C.I.P. However, staff included costs to act as placeholders so there are no surprises in the future and at the very least some money has been set aside.

Five-Year Capital Improvement Plan: Information Technology

Mr. Walsh reported that a couple of the I.T. projects have been deferred over the years such as the Switch Replacement project.

He noted that the item called "Planning Contribution" is the Village setting aside money for when it decides to invest in new enterprise software. He reported there has been no such plans yet.

Mr. Walsh explained the Laserfiche item and additional PC replacements that include police squad car computers.

Mr. Walsh explained that the last I.T. item is for board room improvements.

Trustee Brennan asked how long are the computer warranties and if the Village replaces them according to the warranties?

Mr. Walsh could not confirm the warranty terms, but he stated that he recalls many of the more

recent laptops have a 3-year warranty. He confirmed staff replace the computers according to the warranties.

Five-Year Capital Improvement Plan: Streets

Mr. Walsh reported that many of the following items are the continuation of previous year projects with set amounts of funding such as street patching or resurfacing.

He also noted all the recent green alley work around the Village should be completed in fiscal year 2023 and that the funds listed in the C.I.P have been set aside to maintain those new alleys.

Mr. Walsh noted that the parking lot improvement funds will be for the Public Works parking lot as mentioned earlier in the presentation.

He reported that there will be five streets that are scheduled to be resurfaced under the Street Improvement Program. Estimated cost of \$65,000.00.

Mr. Walsh reported that the REBUILD Illinois Project funding the Village received has not been allocated yet, but the Village must spend it by 2025.

Trustee Vazquez asked if there are any projects related to street lighting? Including bulb replacement?

Director Loster reported that recently the Village had all the streets replaced with L.E.D.s thus there has not been much attention paid to lighting. He mentioned that the lighting poles are replaced on an as needed basis.

Director Loster stated that staff have been having issues around the conduit that supplies the electricity to lights. He reported that due to the recent popularity of small cell boring, there have been multiple issues where the electrical supply for lights have been damaged. He commented that the Village has trouble determining who is to blame for the outage, and thus ends up repairing most of the outages themselves with our own funds. Due to this, Director Loster reports that staff are investigating the possibility of replacing the conduit circuit by circuit throughout the entire Village.

Trustee Bachner asked if that would be for every single pole?

Director Loster confirmed that it would be for every single pole.

Trustee Bachner reported that the board has received comments from residents on various aspects of the Village lighting, mostly in the area of wanting more lighting on the street and less throughout the Village. Thus, Trustee Bachner suggests that if the Village would already be working on each pole for the conduit, the residents lighting comments could be worked on additionally.

Trustee O'Connell asked Director Loster if there is anyway the Village can recover the costs that are associated with the conduits being damaged by boring? Possibly have the homeowner and/or

contractor pay for the damage?

Director Loster reported that because directional boring is entirely underground, it is difficult to prove they in fact caused the damage.

Mr. Walsh highlighted the traffic control installations in the Northeast corner of town that are in response to the recently approved traffic barriers. Mr. Walsh noted that these costs may go up depending on the results from the Village Traffic Study.

Five-Year Capital Improvement Plan: Water/Sewer

Mr. Walsh reported that many of the items in this section are related to continued yearly maintenance.

Mr. Walsh reported that the Storm Water Master Plan is a placeholder item for potential upcoming storm water improvements.

Five-Year Capital Improvement Plan: Conclusions

Mr. Walsh stressed that there will be changes as time goes on due to the current volatile state of pricing and that the Village Board will see the final pricing before any purchases occur. Mr. Walsh noted that the budget won't be up for approval until April and that the Village staff are ready to address any issues before then.

President Adduci congratulated Matt on his first C.I.P. presentation as the Interim Village Manager. She also gave thanks to staff that helped out with and during the presentation. President Adduci reported that she did not see any glaring issues and that Village appears to be on track.

12. ADJOURNMENT

Motion to adjourn by Trustee Vazquez, seconded by Trustee Bachner. The Village Board of Trustees Special Committee of the Whole Meeting concluded at 6:35 p.m.

Roll call:

Ayes: Trustees Bachner, Brennan, Gillis, Johnson, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

Jonathan Keller, Village Clerk

**VILLAGE OF RIVER FOREST
REGULAR VILLAGE BOARD OF TRUSTEES MINUTES
Monday, February 13, 2023**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, February 13, 2023, at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:00 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Gillis, Vazquez, Johnson, Brennan, O'Connell, Bachner, Village Clerk Keller

Absent: None

Also Present: Interim Village Administrator Matt Walsh, Fire Chief Thomas Gaertner, Fire Marshal Kevin Wiley, Police Chief James O'Shea, Deputy Police Chief James Greenwood, Finance Director Rosemary McAdams, Assistant Finance Director Keke Boyer, Director of Public Works and Development Services Jeff Loster, Superintendent of Public Works Brian Skoczek, Village Attorney Lance Malina, Deputy Clerk Luke Masella, HR Manager Trish Ivansek

2. PLEDGE OF ALLEGIANCE

President Adduci led the pledge of allegiance.

3. CITIZEN COMMENTS

Dr. Giuseppina Nucifora of 1415 Clinton Pl. gave public comment regarding the barricades placed in the northeast portion of the village. Dr. Nucifora stated that she has been significantly and negatively impacted by the half cul-de-sac on Clinton, and the complete cul-de-sac on Bonnie Brae.

Dr. Nucifora read sections of a traffic report the Village had completed that analyzed potential traffic issues in that portion of town. She pointed out sections of the report that indicated no traffic mitigation measures were needed.

Dr. Nucifora asked the Board why the findings of the traffic study were seemingly ignored? Additionally, Dr. Nucifora asked the Board what qualifications they have in traffic engineering?

Dr. Nucifora also asked why certain blocks were seemingly left out of all notifications while others were not?

President Adduci gave thanks to Dr. Nucifora for sharing her comment and asked Catherine Byrne of 1411 Clinton Pl to share her public comment.

Ms. Byrne stated that she has been a resident for over 25 years and has never had any issues with accessing or leaving her area of the Village.

Ms. Byrne reported that around a month ago she was coming home and Clinton had been blocked off without any warning. She reported that she did not receive any information regarding these changes at all, even though the process had been occurring since October of 2021.

Ms. Byrne noted that in the report, none of the recommendations made by the report were the actions taken by the Village.

Ms. Byrne also wondered what costs the Village was incurring through the Police patrols in the area enforcing the new traffic rules.

Ms. Byrne asked what steps she could take to make her opinion heard in a proper forum and what steps she can take to be involved in further decision making.

President Adduci invited Debbie Borman to the podium who resides on Lathrop near the Madison TIF District.

Ms. Borman came to the evening to speak on the Madison TIF district on behalf of the neighborhood organization, "Lathrop, Ashland, Franklin Neighbors."

Ms. Borman reported that there is a Labor Dispute with the Madison Street demolition site and that Scabby the Rat will be at the site.

Ms. Borman asked if the labor dispute will impact the demolition timeline?

Additionally, Ms. Borman reported that there were issues with a Village document that explained the Village purchasing policies.

Ms. Borman reported that she and members of the neighborhood association are worried about parking issues that may develop due to the demolition of the site.

Finally, she asked if there was any confirmation on how the historic stained glass windows and perforated brick screen will be handled?

President Adduci stated that Interim Villager Administrator Walsh will connect with Ms. Borman regarding the comments she made.

President Adduci invited Robert Armalas of 1501 Bonnie Brae to the podium to give public comment. Mr. Armalas clarified his earlier comments that were referenced in a previous public comment.

Mr. Armalas spoke in support of the traffic measures the Village had installed.

He reported that the streets are quieter, and he would like if Lemoyne and Greenfield could both end up being completely shut off.

President Adduci invited Dr. Darshana Novick and Robert Novick to the podium for public comment.

Dr. Novick stated that she is the owner of Novick Orthodontics at 7351 West North Avenue. Dr. Novick reported that she too had not been informed regarding any of the changes made. She stated that the new installations are making traveling to and from her office difficult for herself and her patients.

Robert Novick commented that the alleys are now flooded with pedestrian and car traffic. He also reiterated that he too was not informed.

President Adduci invited Jonathon Panton of 1137 Park Ave to the podium to give public comment.

Mr. Panton made remarks commenting on issues the new traffic installations are causing. He reported that the barricades hurt River Forest businesses by driving away costumers while also making Village alleys dangerous due to increased traffic.

President Adduci invited Marika Panton of 1137 Park to the podium to give public comment.

Ms. Panton reported that there has been a large increase of traffic on Division Street now that North Avenue has been closed off.

Additionally, she stated that the barricades will become a larger issue during the upcoming months when local school sports activities pick up in the surrounding six schools.

Ms. Panton suggested the Village investigate speed bumps and other alternatives for slowing traffic. Ms. Panton asked about a four-way stop being removed.

President Adduci invited Stephanie Petersmarck up to the podium to give public comment.

Ms. Petersmarck stated she lives at Greenfield and Clinton. She reported that there are still consistent issues with speeders on Greenfield and that she herself is inconvenienced by the new traffic measures. Ms. Petersmarck also asked about stop signs and why was one removed.

Ms. Petersmarck asked the Board why are stop signs not being utilized more in the

Northeast area of town? She also asked the Board what was the goal of this project?

Ms. Petersmarck asked where and when would be the most appropriate place for her to voice her opinions.

Phyllis Rubin, of 411 Ashland Ave., reported on activity at the Lake and Lathrop site. She noted that there appeared to be work being done on the foundation.

Ms. Rubin asked the Board when the developer will come before the Board and answer questions?

President Adduci addressed members of the public who had attended the meeting to make comments on the traffic measures. She thanked them for voicing their opinions and explained how the decision to implement the traffic measures was made. Ms. Adduci noted that the traffic issues have been in discussion since October of 2021 and that these issues are posted on our website and newsletters.

President Adduci stressed the importance of residents signing up for notifications on the website and keeping up to date on the newsletter and other media. She asked Director Loster to explain the process further.

Director Loster explained that any action regarding removing the barricades would require action by the Village Board. He further explained that on the website, there is a page devoted to the implemented traffic measures. This page includes an email address where residents could reach out and give their input regarding the traffic measures.

Additionally, Director Loster reported that on Thursday, the weekly newsletter will be issued, and the newsletter will include a link for Village wide traffic study.

Director Loster also directed residents who would like to voice their concerns to the next Traffic & Safety Meeting on March 15th.

A discussion ensued between Village President Adduci and residents about how the traffic study was utilized in the decision-making process for the traffic measures. Ms. Adduci offered to make available the traffic commission & village board meeting minutes where these issues were discussed.

Trustee Brennan reported that some of conversations surrounding the traffic study occurred on the 24th of January Village Board meeting.

Trustee Gillis reiterated the traffic measures implemented were discussed in detail at multiple Traffic and Safety Committee meetings. Ms. Gillis also noted that resident comments are considered with their recommendations.

Trustee O'Connell explained that the evidence from the Village wide traffic study

could have an impact on these traffic measures.

Trustee Vazquez reiterated the importance of completing the survey and attending the March 15th meeting.

A resident asked how much the potential future permanent traffic measures would cost?

Interim Village Administrator Walsh reported the Village has budgeted \$165,000.

President Adduci recommended residents drive east on North Ave to view how similar permanent barricades have been implemented in Oak Park.

4. ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS

a. Elected Official Comments

Trustee Bachner began her comments with a land acknowledgment. Trustee Bachner then wished everyone a happy Black History Month. Trustee Bachner congratulated the Trinity High school robotics team who won an award in a regional competition.

Trustee Gillis reported she attended the WCMC breakfast and stated it was nice to work together with other villages towards common goals. She also reminded everyone the Green Town Climate & Equity Conference will be on June 22nd, 2023. Finally, she wished everyone a happy Black History Month.

Trustee Vazquez reported that there will be an Oak Park River Forest High School Board candidate forum at Dominican University on February 16th at 7pm.

Clerk Keller had nothing to add to the record.

Trustee Brennan asked if the foundation work has been completed at Lake and Lathrop?

Interim Village Administrator Walsh reported that the foundation work has not been completed. Mr. Walsh also noted that there is an update on the Village website.

Trustee Brennan asked staff to continue to invite the developer at Lake & Lathrop to Village Board meetings. Finally, she noted that the One Earth Film Festival starts on March 3rd and ends on March 12th.

Trustee Johnson acknowledged Black History Month and welcomed Interim Village Administrator Matt Walsh for his first meeting in the Administrator position.

Trustee O'Connell had nothing to add to the record.

President Adduci made comments regarding attending the WCMC conference she attended with Trustee Gillis and others. President Adduci noted the Black History Month Proclamation on the agenda that evening and wished everyone a Happy Black History Month.

b. Announcements

1. Swearing in of Deputy Police Chief James Greenwood

Police Chief O'Shea gave a brief speech about James Greenwood and his service to the Village of River Forest before the swearing in process.

Clerk Keller swore in Deputy Chief Greenwood.

5. CONSENT AGENDA

- a. Village Board of Trustees Meeting Minutes – January 23, 2023
- b. January Monthly Finance Report
- c. Accounts Payable - January 2023 - \$1,775,912.10.
- d. Department Reports
- e. Administration Department Report
- f. Black History Month – Proclamation

MOTION by Trustee O'Connell to approve consent agenda items A-F. Second by Trustee Gillis.

Roll call:

Ayes: Gillis, Vazquez, Brennan, Johnson, O'Connell, Bachner

Absent: NONE

Nays: None

Motion Passes.

6. CONSENT ITEMS FOR SEPARATE CONSIDERATION

7. RECOMMENDATIONS OF BOARDS, COMMISSIONS, AND COMMITTEES

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- a.** Purchase of a Dodge Durango for the Fire Department from Dodge-Chrysler-Jeep of Highland, Inc not to exceed the price of \$50,373.81

MOTION by Trustee Johnson to approve the purchase of a Dodge Durango for the Fire Department from Dodge-Chrysler-Jeep of Highland, Inc not to exceed the price of \$50,373.81. Second by Trustee Bachner

Roll call:

Ayes: Gillis, Vazquez, Brennan, Johnson, O'Connell, Bachner

Absent: NONE

Nays: None

Motion Passes.

- b.** Authorize an agreement with Branniff Communications Inc. for the replacement of outdoor warning siren equipment not to exceed the price of \$35,193.00

MOTION by Trustee Vazquez to authorize an agreement with Branniff Communications Inc. for the replacement of outdoor warning siren equipment not to exceed the price of \$35,193.00. Second By Trustee Johnson

Director Loster explained the agreement and why the improvements are needed. The original units were purchased in 2010 and there have been many issues since then. The only vendor who services the system is in Milwaukee, making it problematic. He also addressed why staff have chosen to partner with a new vendor.

Trustee O'Connell asked if there will be any supply chain issues with the equipment for the warning siren?

Director Loster stated there will not be.

Clerk Keller asked for the name of the previous vendor that the Village had been working with.

Chief Gaertner stated the previous vendor was American Signaling.

Trustee Bachner asked if the warning siren sound will be the same as the previous siren sound.

Director Loster confirmed the sound will stay the same.

Roll call:

Ayes: Gillis, Vazquez, Brennan, Johnson, O'Connell, Bachner

Absent: NONE

Nays: None

Motion Passes.

c. Enter an agreement with Monroe Truck Equipment & Trans Chicago Truck Group for the purchase of two (2) tandem-axle dump truck bodies and corresponding chassis for a cost not to exceed \$451,628.00.

MOTION by Trustee Brennan to approve a resolution waiving the public bidding process to enter an agreement with Monroe Truck Equipment & Trans Chicago Truck Group for the purchase of two (2) tandem-axle dump truck bodies and corresponding chassis for a cost not to exceed \$451,628.00. Second by Trustee Johnson.

Director Loster explained that two of the current Public Works dump trucks are in need of replacement and are well beyond their useful life. Director Loster noted the Village has had difficulty finding a vendor for trucks due to current supply chain issues. He explained that these two companies have supplied equipment to the Village in the past.

Director Loster reported that this agreement is the vendor essentially adding the Village to a wait list that could take as long as 12-18 months for delivery. He also noted that Public Works staff are committed to researching alternative vendors in the meantime.

Trustee Bachner had questions regarding the warranty for the vehicles.

Director Loster explained that the warranty does not come from the vendor themselves, rather from the original manufactures of the products such as Freightliner.

Roll call:

Ayes: Gillis, Vazquez, Brennan, Johnson, O'Connell, Bachner

Absent: NONE

Nays: None

Motion Passes.

d. Resolution authorizing the Village to participate in an application for a Raise Discretionary Funds Grant with the Village of Oak Park for the Harlem Avenue Multimodal Bridge Replacement Project.

MOTION by Trustee Vazquez to adopt a resolution authorizing the Village to participate in an application for a Raise Discretionary Funds Grant with the Village of Oak Park for the Harlem Avenue Multimodal Bridge Replacement Project. Second by Trustee O'Connell.

Director Loster explained the previous history regarding the project to replace the railroad bridge at Harlem and how the project has come back onto the agenda. This resolution is simply allowing the Village to pursue funding for this effort.

Trustee O'Connell asked who owns the bridge?

Director Loster did not know as the ownership is not well defined.

Trustee O'Connell asked if railroads have been agreeable partners in the past?

Director Loster stated they have not.

President Adduci mentioned that with the potential State and Federal funding, the railroads may seriously address the project.

Trustee Bachner asked if the Village has to pay 25% of the agreement due to the fact that one corner of the bridge is in the Village?

Director Loster confirmed that is the reason why.

Clerk Keller asked who owns the other bridges in the Village and is responsible for maintenance?

Director Loster stated a combination of Union Pacific and Canadian National Railway.

Village Attorney Lance Malina explained where the railroad's legal liability stands and that they have federal protections that supersede local/state laws.

Trustee Vazquez recognized the relationships Village staff and elected officials have with surrounding entities that helped lay the foundation for this project.

Roll call:

Ayes: Gillis, Vazquez, Brennan, Johnson, O'Connell, Bachner

Absent: NONE

Nays: None

Motion Passes

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

MOTION to adjourn by Trustee Vazquez. Second by Trustee Brennan.

Roll call:

Ayes: Gillis, Vazquez, Brennan, Johnson, O'Connell, Bachner

Absent: NONE

Nays: None

The Village Board of Trustees Meeting adjourned at 8:40 p.m.

Jonathan Keller, Village Clerk



River Forest Fire Department 2022 ANNUAL REPORT



Table of Contents

TITLE / DIVISION

SUBMITTER

1. Administration	Fire Chief Thomas Gaertner
2. Contract Performances	Administrative Assistant Renee Morris
3. Fire & Emergency Services Statistics	Fire Chief Thomas Gaertner
4. Emergency Medical Service / Paramedic Division	Lieutenant David Bochenek
5. Training Division	Lieutenant John Carter
6. Fire Prevention Bureau/ Public Education Division	Fire Marshal Kevin Wiley
7. Fire Investigation Division	Lieutenant Michael Smith
8. Technical Rescue Division	Firefighter/Paramedic Quentin Boyd
9. Hazardous Maintenance Division	Lieutenant David Bochenek
10. Vehicle/Equipment Maintenance	Firefighter/Paramedic Paul Zipperich

A message from the Chief...



February 27, 2023

To Village President Cathy Adduci and the Board of Trustees,

I am pleased to submit this annual report for the River Forest Fire Department for 2022.

This past year we maintained our focus and direction in providing the best possible services for our residents, business owners, and guests. I encourage you to take the time to read this report and see exactly what we have accomplished over the past year. I would like to thank my Administrative Assistant, Renee Morris, for her hard work over this past year and for putting this report together.

Over the past year we responded to 2,713 emergency calls. Of those responses, 1,594 were EMS/ Rescue type calls which also included auto accidents. The remaining 1,119 responses were all fire related emergencies including structure fires, vehicle fires, wildland fires, and automatic fire alarms. The River Forest Fire Department is also a member of MABAS (Mutual Aid Box Alarm System) Division 11 which is our mutual aid system. During 2022, we received mutual aid 355 times from neighboring communities and responded 843 times to our neighboring communities and other MABAS Divisions.

We had an estimated \$210,000.00 in fire dollar loss this past year. This was the result of two significant structure fires resulting in one (1) civilian casualty and the loss of a major property.

One of these structure fires occurred on March 31, 2022, at 805 Franklin Ave. At 10:15am a fire was reported in the home located at 805 Franklin Avenue. The River Forest Fire Department and Police Department were dispatched and arrived on the scene within three (3) minutes.

On arrival the officer of RFFD Engine 213 (Lieutenant John Carter) reported smoke showing from the eaves and roof vents of a one-story residential structure. Prior to the RFFD arrival RFPD Detective Sergeant Justin Labriola arrived on the scene and was advised of someone possibly trapped in the home. Detective Sergeant Labriola kicked in the side door of the residence in an attempt to contact the homeowner. After trying to enter the home he was immediately faced with a very heavy and extremely dangerous smoke condition and had to evacuate.

The crew of RFFD Engine 213 and RFFD Truck 219 stretched one 1-3/ 4" hose-line into the side entrance of the home and began to extinguish the growing fire. Simultaneously personnel from River Forest FD and Forest Park FD began a primary search of the residence to locate the trapped victim. While searching in complete blackout conditions they located the female victim in a rear hallway near a bedroom, unconscious, and not breathing.

A message from the Chief (continued)...

She was immediately removed to the front of the house where crews provided immediate Advanced Life Support and transport to Loyola Hospital. Extinguishment of the fire continued as well as a secondary search in case of any other unknown trapped victims of which none were found.

The fire was placed under control at 11:00am. Due to inhaling a large amount of poisonous smoke, Sergeant Labriola was also transported to Loyola Hospital with smoke inhalation.

I would like to acknowledge assistance from our Mutual Aid MABAS Division 11 towns. These towns include fire companies from Forest Park, Oak Park, Elmwood Park, North Riverside, Berwyn, Cicero, Maywood, and River Grove. Ambulances from Forest Park, Berwyn, Cicero, and Elmhurst. Fire Chiefs from Forest Park and North Riverside.

In June of 2022 the department was evaluated by the Insurance Services Organization (ISO), which rates our fire department for the insurance industry. We are currently rated at a 3 on a scale of 1-10 with 10 being the lowest score you could receive. At the time of this report, we have not received our score from this latest review.

As you will see by reading this report, a large amount of hard work was accomplished this past year. This work included but was not limited to responding to emergency calls, conducting fire and EMS training, vehicle and station maintenance, fire prevention, public education, fire investigation, hazardous materials and technical rescue responsibilities. I would like to thank the Officers and Firefighter/Paramedics who take pride in what they do and demonstrate that pride daily. They are all true professionals.

I would also like to thank Village President Cathy Adduci and the River Forest Board of Trustees for their continued support throughout the year. They have made a commitment to make the River Forest Fire Department one of the best in this area as well as the State of Illinois.

Respectfully Submitted,


Thomas D. Gaertner

Fire Chief



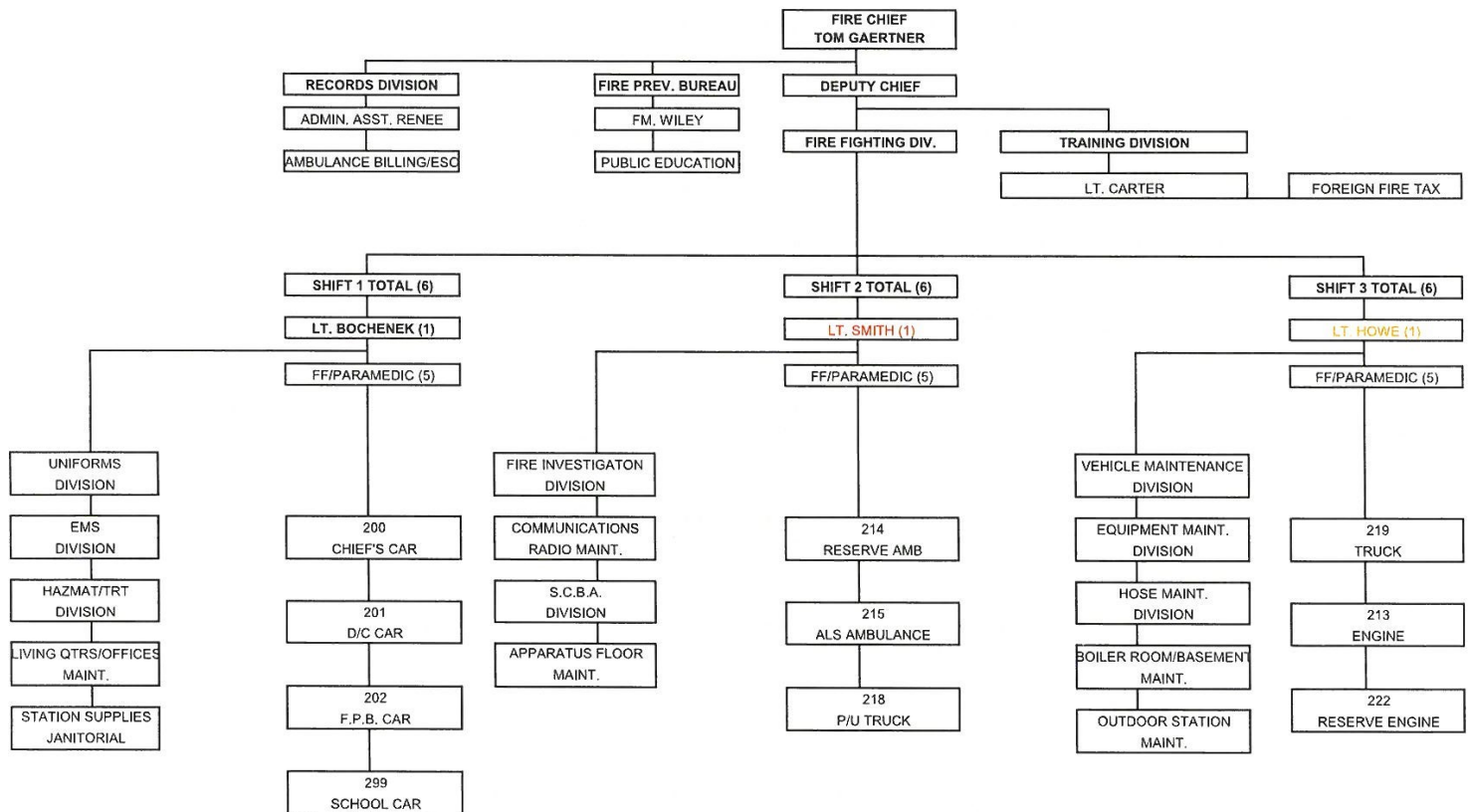
River Forest Fire Department

Department Members / Hire Date



<u>MEMBER</u>	<u>HIRE DATE</u>
Carter, John	05-01-99
Smith, Michael	12-01-01
Fischer, Stephen	09-01-02
Howe, Edward	02-01-03
Zipperich, Paul	02-16-03
Doran, Chris	07-14-08
Bochenek, David	07-14-08
Viera, Adan	09-28-09
Boyd, Quentin	09-06-11
Finrock, Lucas	01-03-12
Bencik, Jason	10-27-14
Krall, Matthew	10-27-14
Howe, Adam	01-05-15
Seablom, Adam	07-15-16
McKenna, Brian	01-09-17
Buchholz, Jonathan	08-21-17
Basa, Matthew	11-13-17
Rouse, Jonathan	10-18-19
Ercoli, Jarrett	10-07-20
Gaertner, Thomas	01-17-22
Fire Marshal Wiley, Kevin	12-15-14

ORGANIZATIONAL CHART

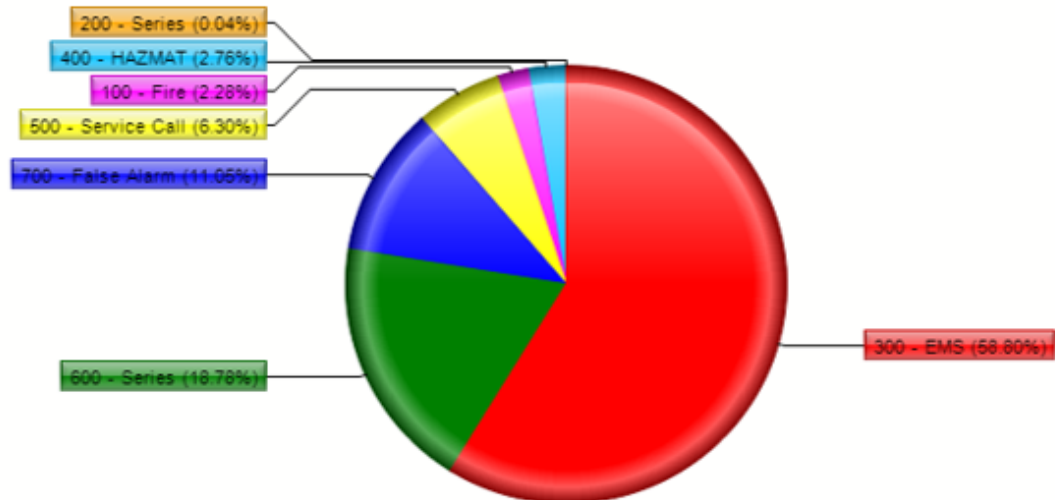


EMERGENCY RESPONSE STATISTICS

Fire - Incident Types with Monthly and Annual Breakdown

Alarm Date between 2022-01-01 and 2022-12-31

Incident Type Group	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
300 - EMS	125	100	119	132	143	136	136	136	152	156	123	139	1597
600 - Series	35	23	42	46	39	47	44	46	41	44	57	46	510
700 - False Alarm	28	28	16	24	21	19	22	25	32	33	30	22	300
500 - Service Call	11	7	9	12	12	13	25	10	14	25	16	17	171
100 - Fire	4	1	2	5	7	9	1	4	5	8	7	9	62
400 - HAZMAT	3	4	8	2	8	9	7	8	8	6	5	7	75
200 - Series	0	0	1	0	0	0	0	0	0	0	0	0	1
Monthly Total	206	163	197	221	230	233	235	229	252	272	238	240	2716



MUTUAL AID—GIVEN AND RECEIVED

Aid Given		
	Automatic Aid	Mutual Aid
Fire	19	17
EMS	18	285
Other	223	281

Aid Received		
	Automatic Aid	Mutual Aid
Fire	16	7
EMS	4	149
Other	109	70

EMS Billing



River Forest Fire Department charges for ambulance service that is received by residents and non-residents. River Forest Fire Department also charges non-residents for vehicle fires, gas leaks, and automobile accidents.

Paramedic Billing Services (PBS) located in Elmhurst, Illinois, handles the collections along with the delinquent accounts. \$2,015,880.23 was billed out to insurance companies, Medicaid, and Medicare.

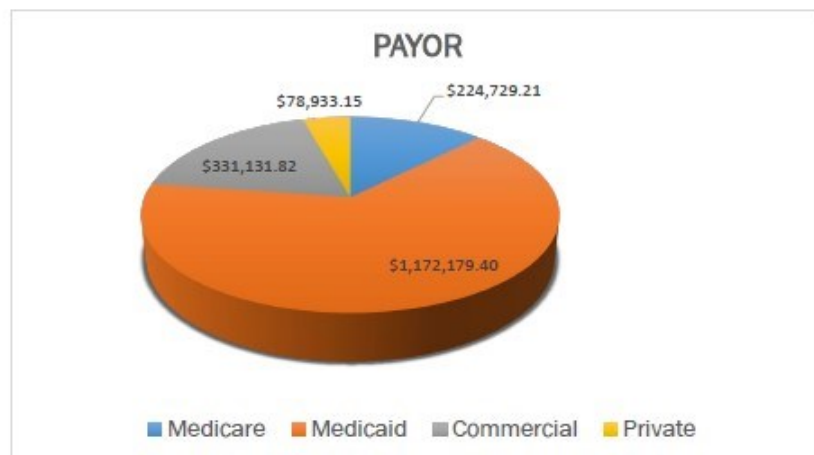
\$1,806,973.58 was collected as of 12/31/2022.

River Forest Fire Department also provides Advanced Life Support (ALS) ambulance service to Loyola University Medical Center, Rush Oak Park, Gottlieb Memorial Hospital, Hines VA Medical Center, West Suburban Medical Center, MacNeal Hospital, and Community First Medical Center.

Administrative Assistant, Renee Morris, collaborates with PBS to recover uncollected funds. In 2022, she assisted with recovering over \$92,000.00.

Payor Mix Deposit Date 1/1/2022 - 12/31/2022

Payer	\$\$	%
Medicare	\$224,729.21	12.4%
Medicaid	\$1,172,179.40	64.9%
Commercial	\$331,131.82	18.3%
Private	\$78,933.15	4.4%
	\$1,806,973.58	100%



Emergency Medical Service / Paramedic Division



All operational department staff are Certified Paramedics.

There are currently (19) paramedics in the Loyola System. They are listed according to seniority.

Department Members

John Carter
Michael Smith
Stephen Fischer
Edward Howe
Paul Zipperich
Chris Doran
David Bochenek
Adan Viera
Quentin Boyd
Lucas Finfrock
Jason Bencik
Matthew Krall
Adam Howe
Adam Seablom
Brian McKenna
Jonathan Buchholz
Matthew Basa
Jonathan Rouse
Jarrett Ercoli

The River Forest Fire Department continues to work with the Loyola EMS system under the Direction of MD Mark Cichon. Our Medics are constantly being educated through CE and direct review of reports by Loyola staff. We have become a completely paperless EMS system. All reports are sent directly into the Loyola computer system as well as saved on Flash drives in the Fire Department. This has cut down on paper cost as well as the need for storage space.

Continuing Education in EMS

Sonia Winandy, whom is our Loyola Educator, provides active/live continuing education here at the department.

The entire EMS crew is educated once a month in subjects pertaining to new changes within the EMS system. Region eight, which is a collaboration of several local hospitals (Loyola, Good Samaritan, Edwards, and Central DuPage), create PowerPoints as learning tools as well as offering hands on instruction.

All paramedics are educated together and the class is formatted to suit both levels of education.

The 2022 Live CE topics are listed below:

- ◇ January — Mental Health and Provider Wellness
- ◇ February—Cardiac
- ◇ March—Stroke and Behavioral Emergencies
- ◇ April—Crew Resource Management (MCI VS MVI)
- ◇ May—Renal Failure, Hyperkalemia, Strush / Suspension Injuries
- ◇ June—DNR / Polst Updates
- ◇ July— OFF
- ◇ August—Trauma—Kinematics and MOIs, Spine Injuries, and Fluid Resuscitation
- ◇ September—Pediatric and Youth Care with Special Needs
- ◇ October—Pediatric Head and Spine Trauma
- ◇ November— OFF
- ◇ December— OFF

We also have added self study EMS. We pick hot topics in the fire service, from safety to extrication that benefit us in the EMS service. If the topic involves hands on training, other departments join us in the drill and also receive credit if they are within the system. Each member usually receives one credit after filling out Loyola paperwork for each study session.

Outside classes include, but are not limited to:

- ◇ Tactical Emergency Casualty Care
- ◇ CPR
- ◇ Lucas Device Training
- ◇ Drug Calculations
- ◇ Reporting Software
- ◇ CPAP and AED Training
- ◇ Ambulance Inspections
- ◇ COVID-19
- ◇ Disinfecting Procedures
- ◇ Intubation
- ◇ Intraosseous Training
- ◇ Cricothyrotomy Training
- ◇ Alternative Airways

New Items

- ◇ New Ambulance
- ◇ Lucas Device
- ◇ FFPM Paul Zipperich provides on demand CPR classes to the public.



Training Division



JANUARY

All Division 11 Hazardous Materials, Technical Rescue, and Fire Investigator drills were canceled due to Covid-19. The month of January is Cancer Awareness month and our staff watched videos and PowerPoints about prevention measures. All shifts continued their assigned building inspections.

- ◇ January 18th, 19th, and 24th - All shifts participated in Loyola Continuing Education. This was done online. Subject was Mental Health, Provider Wellness, Consent and Refusals
- ◇ January 28th — Lt. Carter attended Division 11 Training Officer's meeting via Zoom

FEBRUARY

Loyola CE was done online and the subject was Cardiac. All members completed mandatory training in IRMA Right to Know, Bloodborne Pathogens, and Lockout Tagout. All shifts continued their assigned building inspections.

- ◇ February 7th — Officers' meeting
- ◇ February 8th, 10th and 16th — All shifts went to Maywood to go over each departments rigs. Melrose Park was also involved.
- ◇ February 14th — Lt. Carter attended an OSFM update class in Calumet City
- ◇ February 17th — FF/PM Zipperich taught CPR for Global Facial Dental

- ◇ February 17th, 18th — Lt. Carter, Lt. Howe, and FF/PM Zipperich attended Division 11 TRT drill in Cicero. The 14 man deployable tent was assembled by the team
- ◇ February 19th — FF/PM McKenna attended an 8 hour Fire Service Vehicle Operator class in Western Springs
- ◇ February 24th — FF/PM's Basa, Bencik and Zipperich attended Division 11 HazMat drill in North Riverside. Monitors were reviewed and Level A suits tested.
- ◇ February 25th — Lt. Carter attended Division 11 Training Officer's meeting via Zoom

MARCH

All shifts continued their assigned building inspections.

- ◇ March 2nd — Officer's meeting
- ◇ During March all shifts drilled at Concordia Gross Hall prior to asbestos abatement. Stand-pipe Operations, Forcible Entry, Ladder Raises and Rescues were the subjects
- ◇ March 15th and 17th — Lt's Bochenek, Carter and Howe, FF/PM's Boyd, Bencik, Fischer, Viera and Zipperich attended Division 11 Haz Mat drill in River Forest. Subject was Hydrogen Sulfide and pre-planning April's drill at Koppers Chemicals in Stickney
- ◇ March 21st, 22nd and 23rd — Loyola CE is being done in person again. Subject was Stroke and Behavioral Emergencies
- ◇ March 24th and 25th — Lt's Bochenek, Carter and Howe, FF/PM's Basa, Boyd, Buchholz, Krall and Zipperich attended Division 11 TRT drill in Cicero. Subject was ropes and knots. New harnesses were donned and doffed. Ascending, descending and inverting were performed.
- ◇ March 30th — Lt. Carter attended Division 11 Fire Investigator drill in Oak Park. Subject was depositions and CV review
- ◇ Annual SCBA, Millenium, and Avon(PD) mask fit testing was performed on all Fire and Police personnel by Lt. Carter and FF/PM Doran



APRIL

Loyola CE was postponed for April. It was added to the May CE. All shifts continued their assigned building inspections. All personnel performed Check Ride driving program.

- ◇ April 6th — Officer's meeting
- ◇ April 13th, 14th and 15th — All shifts and Chief Gaertner participated in a 4 hour Division 11 combined HazMat/TRT drill at Koppers Chemicals in Stickney. Incident Command, chemical monitoring, diking and damming, patient packaging and rescue, hazard mitigation were all performed
- ◇ April 18th, 19th and 20th — All shifts participated in a 4 hour vehicle extrication hands on vehicle extrication course. Kevin Sears from Genesis Rescue was lead instructor. Vehicles provided by O'Hare towing
- ◇ April 22nd — Lt. Carter attended Division 11 Training Officer's meeting via Zoom

MAY

Lt. Smith completed several Hazardous Materials related subjects online through the Midwest Hazardous Materials Response Conference throughout the month. All shifts continued their assigned building inspections.

- ◇ May 4th — Officer's meeting
- ◇ May 10th, 11th and 12th — Loyola CE for April and May was done by all shifts. Subject was Crew Resource Management and Adult Medical Emergencies.
- ◇ May 20th — Lt. Bochenek and his wife Dr. Iwona Bochenek, FF/PM's Basa, Boyd, Zipperich and the on duty crew attended a Pub Ed event at The Sheridan. Fall prevention was discussed with some of the residents. ICE (In Case of Emergency) packets were handed out
- ◇ May 23rd-27th — Lt. Smith attended a 40 hour Leadership Development and Decision Making course in Oak Forest.
- ◇ May 23rd-27th — FF/PM McKenna attended Advanced Technician Firefighter course at NIPSTA

JUNE

Loyola CE was done online. Subject was DNR/POLST Form changes/update. All shifts continued their assigned building inspections.

All shifts started hydrant testing and flowing

- ◇ June 1st — Officers' meeting
- ◇ June 8th — FF/PM Zipperich taught CPR for the River Forest Park District
- ◇ June 9th — Lt. Howe and FF/PM Zipperich attended Division 11 TRT drill at Cicero water tower. Subject was rope, knots, harnesses and rappelling.
- ◇ June 9th — FF/PM's Bencik and Viera attended Division 11 Hazardous Materials drill in North Riverside. Subject was suspicious packages, monitoring, Level A suit donning and doffing, HazMatID
- ◇ June 13th-17th — FF/PM Howe attended a 40 hour Vehicle and Machinery Operations class in Romeoville

- ◇ June 25th — FF/PM Howe attended an Advanced Cardiac Life Support refresher class
- ◇ June 27th, 28th, and 29th — All shifts along with Forest Park FD participated in a Northern Illinois Fire Sprinkler Advisory Board drill with a Fire Sprinkler Valve training trailer
- ◇ June 27th-July 1st — FF/PM Rouse attended a 40 hour Fire Apparatus Engineer class in Romeoville

JULY

There wasn't any Loyola CE presented for the month. All shifts continued their assigned building inspections

- ◇ July 6th — Officers' meeting
- ◇ July 10th-13th — FF/PM Doran attended a Certified Car Seat Technician course conducted by National Child Passenger Safety Board in Batavia
- ◇ July 26th — FF/PM Zipperich taught CPR for WSCDC
- ◇ July 29th — Lt. Carter attended Division 11 Training Officer's meeting via Zoom
- ◇ May 23rd-27th — FF/PM McKenna attended Advanced Technician Firefighter course at NIPSTA



AUGUST

All shifts continued their assigned building inspections

- ◇ August 3rd — Officers' meeting
- ◇ August 8th, 9th and 10th — Loyola CE for August was done by all shifts. Subject was Trauma-Kinematics, MOI's, Spine Injuries, and Fluid resuscitation
- ◇ August 10th-13th — FF/PM Krall attended a Certified Car Seat Technician class
- ◇ August 16th — Lt's Bochenek and Howe attended a Tenzinga personnel performance reporting class
- ◇ August 23rd & 24th — Lt. Carter and FF/PM Viera attended Division 11 Hazardous Materials drill in Stickney. Subject was monitor calibration and trailer inventory

SEPTEMBER

All shifts continued their assigned building inspections

- ◇ September 7th — Officers' meeting
- ◇ Sept 19th-23rd, 26th-30th — FF/PM McKenna attended 80 hour Hazardous Materials Technician course at Orland Park
- ◇ September 26th, 27th and 28th — Loyola CE for September was done by all shifts. Subject was Children and Youths with Special Healthcare Needs
- ◇ September 30th — Lt. Carter attended Division 11 Training Officer's meeting via Zoom

OCTOBER

All shifts continued their assigned building inspections. All personnel performed Check Ride driving program.

- ◇ October 5th — Officers' meeting
- ◇ October 10th-14th, 17th-21st — FF/PM Boyd attended 80 hour Hazardous Materials Technician class at NIPSTA
- ◇ October 10th, 11th and 12th — Loyola CE for October was done by all shifts. Subject was Pediatric Head Injuries and Spinal Trauma
- ◇ October 15th — Chief Gaertner, Fire Marshal Wiley, Lt. Bochenek, FF/PM's Doran, Krall and McKenna hosted the annual open house at the firehouse
- ◇ October 19th — Most members attended an IRMA sponsored Harassment training

NOVEMBER

There wasn't any Loyola CE presented for the month. All shifts continued their assigned building inspections.

- ◇ November 2nd — Officers' meeting
- ◇ November 3rd — Lt. Howe attended an 8 hour Active Shooter class in Buffalo Grove
- ◇ November 16th — FF/PM Zipperich taught CPR for WSCDC
- ◇ November 14th-18th — Lt. Bochenek attended a 40 hour Incident Safety Officer class at Pleasantview Fire Protection District
- ◇ November 18th — Lt. Carter attended Division 11 Training Officer's meeting via Zoom

DECEMBER

There wasn't any Loyola CE presented for the month. All shifts continued their assigned building inspections.

- ◇ December 1st, 2nd — There was a combined Division 11 Hazardous Materials/TRT drill at the old Mohr Ready-Mix plant in Oak Park. For Haz Mat, monitoring and sampling was performed. For TRT, confined space and patient packaging was performed.
- ◇ December 7th — Officers' meeting
- ◇ December 7th, 8th — Lt. Bochenek, FF/PM's Doran, Ercoli, Buchholz, and Boyd attended a 16 hour Tactical Emergency Casualty Care in Orland Park

- ◇ December 12th, 20th and 31st — FF/PM Zipperich taught and re-certified all members in CPR
- ◇ December 15th — FF/PM's Bencik and Viera attended Division 11 Hazardous Materials drill in North Riverside. The combined HazMat/TRT drill was critiqued and end of year trailer maintenance performed.
- ◇ December 28th, 29th & 30th — All shifts did a walkthrough and pre-plan of Grace Lutheran Church and School



Fire Prevention Bureau



The Fire Prevention Bureau (FPB) consists of the Fire Chief and the Fire Marshal and managed by the Fire Marshal who coordinates all fire prevention activities. Together they, along with shift personnel, assist residents and building management in risk management and life safety through code compliance and safety education. The primary goal of the Fire Prevention Bureau is to ensure that all buildings and structures are safe for all occupants as well as for emergency responders. To achieve this goal, the Bureau performs plan reviews, performs inspections of new commercial and multi-family residential construction projects, performs annual fire and life safety inspections of existing buildings, follows up on any fire safety complaints, and reviews fire protection system in-

spection reports. The Bureau's activities also include the enforcement of the adopted international, national and local model building and fire codes and standards. The Fire Prevention Bureau reviews and inspects all projects from simple remodels to new building construction.

The Bureau also uses in-service fire companies to assist with the existing building inspection program. These fire company members help ensure that commercial and residential occupancies get inspected on an annual basis and any fire safety threats within the community gets addressed in a timely manner. This also gives our firefighters an opportunity to go into commercial and residential buildings and become familiar with their layouts and associated risks in case an emergency were to arise there. This process ensures compliance with all adopted codes and applicable standards. Fire company personnel are assigned annual property maintenance inspections for occupancies located in each of three fire prevention inspection zones. These inspections rotate annually between the three shifts allowing shift personnel to get into every building at least every three years.

Fire inspections are split into two categories, Target Hazards and Non-target hazards. Inspections range from two University campuses to small offices and shops. Target Hazard inspections are occupancies designated by the bureau as needing an inspection by a full-time State Certified Fire Inspector. Target inspections are also designated by the nature of their storage or operational activity, which places them in a higher risk classification, such as college resident dormitories, restaurants and auto repair facilities. Another parameter which defines a target hazard occupancy is the life safety factor such as schools and assisted living facilities. A goal for the fire prevention bureau is to inspect “target” occupancies twice a year. In addition, the fire prevention bureau reviews the plans of all new fire protection systems (sprinklers and fire alarms), and the accompanying field inspection of the work while these systems are being installed.

2022 saw the completion of a multi-year project to develop and digitalize preplans for all large residential, commercial, and public buildings in town. These preplans are now available in the fire apparatus’s mobile data computers.

The Fire Prevention Bureau enforces the International Code Council (ICC) 2003 edition of the International Fire (IFC) and Building Codes (IBC) with local amendments and the 2000 edition of the National Fire Protection Association (NFPA) 101 Life Safety Code by ordinance. However, 2022 marked the end of a multi-year effort to improve/update the codes that are adopted by the Village of River Forest. The Fire Prevention Bureau has worked long and hard to research and bring to the Board of Trustees for consideration, the adoption of the 2018 edition of the ICC Codes. The Village Board adopted the 2018 Code series at the September 2022 board meeting. Since this was a major jump from the 2003 to the 2018 series, the Board did not want to start enforcement right away. Therefore, starting in January 2023 the Village of River Forest will be enforcing the 2018 editions of the ICC Codes. The State of Illinois has recently adopted the 2015 edition of NFPA 101, The Life Safety Code.

2022 Fire Prevention activities included 569 inspections and re-inspections of various kinds, 186 Violation Notices issued, 191 Plan Reviews and 38 Public Education programs that resulted in 3024 contacts receiving some form of fire and life safety education.



RIVER FOREST FIRE DEPARTMENT
FIRE PREVENTION BUREAU
MONTHLY REPORT
December 2022



MONTHLY ACTIVITIES

**FPB Inspections

**Company Inspections

FPB Re-Inspections

Company Re-Inspections

Special Inquiry/B/L Site Inspections

Construction Inspections (Rough/Finals)

Inspections with Building Department

Inspections **with/for** State Fire Marshal

Permit Inspections (tent, hot work, UST)

TOTAL INSPECTIONS

School/Business Emergency Plan/Drills

Violation Notices Issued

Violations Noted

Violations Corrected

Permits Issued

**Complaints Received & Investigated

All Meetings/Consultations

Training Activities

Fire Suppress/Alarm System Test/Final

Fire Suppression Hydro's

**Plan Reviews and Revisions

**Average turn around (Business Days)

Public Education Programs

Public Education Program Contacts

Misc Fire Prev Activities (See Narrative)

** Performance Measures for the Chief

Fire Marshal Kevin Wiley

MONTHLY TOTALS		YEAR TO DATE	
Dec-21	Dec-22	2021 Year End	2022 Year end
7	7	113	131
15	20	196	182
2	2	35	57
16	4	99	107
11	1	18	18
1	2	46	29
0	0	13	6
0	0	4	9
2	0	33	30
54	36	557	569
0	1	21	14
8	12	182	186
20	38	425	520
21	16	236	254
0	0	20	30
0	0	2	3
5	5	29	104
0	0	37	38
0	0	2	3
0	0	3	3
9	7	150	191
11.8 days	4 days	6.21 days	5.71 days
3	1	45	38
87	102	2495	3024
7	7	73	70

Fire and Life Safety Education



2022 was a busy year coming off of the shut-down of schools and many businesses due to the COVID-19 pandemic. 2022 seemed to get us back into the swing of things nicely.

The goal of Fire and Life Safety Education is to educate the community, especially those identified as high risk, in methods of prevention, reaction, and preparedness for fire, injury, and other natural disasters. Any emergency the fire department responds to becomes an area of concern for which the department needs to prepare the community. Each fire and injury prevented also contributes to the safety of department personnel. The River Forest Fire Department's Fire and Life Safety Education pro-

grams have been developed to meet nationally recognized efforts in community risk reduction.

All department members educate the public in one way or another in their day-to-day activities. Fire department personnel are the instructors for CPR, child safety seat technicians, giving a fire and life safety talk at a school or block party, or the person giving a station tour of the fire station. Educating the public on the many areas of fire and life safety is important to the fire department. For 2022, a total of 3,024 individuals received some type of education from fire personnel.

Some of the education areas are as follows:

- ◇ Station Tours are always popular.
- ◇ CPR Classes
- ◇ Health Fairs
- ◇ Block Parties
- ◇ Fire Department Open House
- ◇ Touch a Truck events
- ◇ ISEARCH Safety Program in all Schools (Pre-K to 4th grades)

ISEARCH

ISEARCH is a collaborative effort between River Forest Fire, Police and WSCDC Dispatch Center to bring Fire and Life Safety Education to all of the elementary schools in River Forest. The lessons are given in an assembly type class for all pre-kindergarten through 4th grade students. We discuss a number of Fire Safety topics that include smoke alarms and what to do when they activate, matches and lighter safety, Stop/Drop and Roll, and establishing Family Meeting Places. Police safety topics include, gun & knife safety and what to do if they come across one in the home as well as on the street, how



to call for help without a phone, bike safety and how to wear a helmet safely and how and where to cross the street, whether on foot or on a bike. A WSCDC Dispatcher explains to students how and when to call 911 and what happens when that call is made. We teach each grade level the same topics but expand topics with every grade level to build upon the info that was taught the previous year.



December was the last ISEARCH Assemblies for 2022. 2022 was the best of two worlds when it came to our ISEARCH Public Education Safety Assemblies in our schools. Along with our live presentations, we were able to use a 24-minute video that River Forest Police Officer Ben Ransom put together that covers all the safety lessons that our live presentations

cover. We were able to use the video as a pre-test/post-test for the assemblies. Some of the teachers would show the video as much as two weeks prior to our live assembly. We would then come in and see how much they retained and could come up with some correct answers. The video does not contain all of the material from the live assembly, but we think the kids bought into the material and the exchange was very beneficial. Another benefit of this teaching format was staff were able to utilize videos to during times when assemblies were not a viable option. However, not all teachers had access to the video. We will be making sure that all schools and all classes have the video in 2023.

Change Your Clock, Change Your Alarms!

The River Forest Fire Department, in conjunction with the Illinois Fire Safety Alliance would like to inform all residents of the new Illinois Smoke Detector Act. The Act was updated when statistics from around the country indicated that 71% of smoke alarms which failed to operate in residential fires had missing, disconnected, or dead batteries. The Act will require all Illinois residents to replace their old smoke alarms with the type that has a long-term 10-year sealed battery by the end of 2022. The new Act was updated to reflect changes in new technologies. At the end of the 10-year life cycle, these new Smoke Alarms will automatically alert the homeowner to replace the alarm. The new act goes into effect January 1, 2023.



Smoke Alarm Recycle Program

Another 2022 project was setting up a recycle program for old smoke alarms. By the end of the year 2022, a new State of Illinois smoke alarm law goes into effect that will make current alarms with replaceable batteries obsolete. With that obsolescence comes the possibility of the disposal of a large number of smoke alarms. We will set up a recycling program, so they do not end up in a landfill. The Village Hall and Fire Station have two large yellow bins that when full will be sent to a recycling facility in New Mexico. Once there, they will disassemble the smoke alarms and recycle up to 92 percent of the material of the smoke alarm.

Open House

The Fire Department Open House is always a resounding success and is very well attended by Village residents. Since the open house is scheduled for the Saturday of Fire Prevention Week, the theme for the Open House always ties into the annual Fire Prevention theme by the NFPA. 2022 was no different. The 2022 theme was "Fire Won't Wait. Plan Your Escape". We had approximately 200 kids and 150 adults attend.



River Forest Fire Department
2022 OPEN HOUSE
400 PARK AV.

Engine 213 Ambulance 215 Truck 219

Saturday October 15, 2022
Time: 10:00am - 2:00pm

Come and Touch-A-Truck

2022 FIRE DEPARTMENT OPEN HOUSE FEATURES

- TOUCH A FIRETRUCK
- FIRE APPARATUS/STATION TOURS
- RIVER FOREST POLICE DEPARTMENT – REGISTER BIKES/ CHILD ID KITS
- WEST SUBURBAN CONSOLIDATED DISPATCH CENTER (911 PRACTICE PHONE STATION FOR CHILDREN)
- RIVER FOREST PUBLIC WORKS DEPARTMENT "TOUCH A BOBCAT LOADER"
- RIVER FOREST INTERNATIONAL ASSOCIATION OF FIREFIGHTERS IAFF LOCAL 2391

Fire Department: 708-366-7629 Fire Prevention Bureau: 708-714-3562



Block Parties

Block Parties are always a fun time. Who can resist a block party!! The Fire Department attended 16 block parties during the season. When a block representative fills out their block party permit, they can request that the Fire Department stop by sometime during the event. There are some weekends where staff have 4-5 block party requests and attempt to honor all requests. During the block party, Fire Department staff interact with residents by answering safety questions as well as handing out fire and life safety pamphlets. In those 16 block parties we made contact with 363 kids and 322 adults.

River Forest FD Annual Public Education Activity Totals

Year	2022		
		KIDS	ADULTS
Scouts		7	7
Station Tours		65	12
Preschool Program		28	4
Senior Citizen Talks			36
Fire/Life Safety Talks		17	16
College Talks			30
Fire Extinguisher Training		0	0
CPR/AED			32
Health Fair/ Booth Displays		0	45
Open House		200	150
ISEARCH School Assemblies Live/Video		1536	109
Block Parties		363	322
Birthday Parade		40	20
Sub Total		2256	783

Total 3039

Fire Investigation Division



The River Forest Fire Investigation Division consists of four trained fire investigators. The fire investigators respond to structure and vehicle fires to determine the origin, cause, and development of a fire. The fire investigator has many tasks that must be completed to properly process the fire scene. A completed investigation consists of photographs throughout the scene and a sketch of the scene. The investigator must interview witnesses and the property owners. The scene has to be pro-

cessed by removing fire debris to find the origin of the fire. When necessary, artifacts are collected as evidence. In the case of arson, the investigator works with the Police and State Fire Marshal. When the investigation is completed, a fire report is constructed and becomes a legal document that can be used in a civil or criminal court.

In the last five years, the Fire Investigation Division responded to 25 fire investigations. The twenty-five fire investigations consisted of 16 fires inside the Village of River Forest. The remaining 9 fires were responses to mutual aid towns inside MABAS Division 11.

The four members of the River Forest Fire Investigation Division in 2022:

Lt. Dave Bochenek

Lt. John Carter

Lt. Michael Smith

FFPM Adam Seablom

The Investigation Division belongs to multiple professional organizations. River Forest is part of the Division 11 Fire Investigation Team. The Division 11 Team provides manpower and expertise for investigations when a fire investigation MABAS box alarm is requested. The Division 11 Team provides educational classes to its members. The Team has an investigation van that carries all the equipment to conduct an investigation. The van is stationed at an Oak Park firehouse.



The Fire Investigation Division are members of the Fire Investigation Strike Force. This is a non-profit association that provides a current source of training on topics and advancements in the science of fire investigation. This is done through monthly meetings and bi-annual seminars.

River Forest fire investigators are members of the International Association of Arson Investigators and the IAAI Illinois Chapter. These two organizations provide educational opportunities through classes seminars, online training, and published materials.



Technical Rescue Training (TRT)



River Forest Fire Department is a member of the Division 11 TRT. Currently four members of the department are part of the TRT team trained to the technician level.

100% of the TRT members are cross-trained as hazardous materials technicians and are part of the state's deployable team.

The 2022 TRT Drills are listed below:

- ◇ Equipment maintenance, inventory, and familiarization
- ◇ Rope/High Angle Rescue
- ◇ Rappelling
- ◇ Combined TRT/Hazmat at MOHR concrete
- ◇ Confined Space
- ◇ Inter-divisional Drill with Division 10 utilizing Cicero water tower to simulate rescue, breaching concrete structures, collapse and shoring techniques, and trench rescue

Oak Park FD currently houses the TRT truck with the rest of the equipment in the trailer at Cicero's FD.

Info/Mission Statement

TRT incidents present a unique challenge, demanding both a highly specialized, yet multidisciplinary approach to mitigate the problems due to the multi-hazard and complexity of the incidents. TRT members are trained in areas of search, rescue, extrication, structural collapse, rope rescue, vehicle extrication, machinery extrication, confined space, cutting (wood, masonry, and steel), shoring, lifting, breaching, and trench. This training allows TRT members to conduct search and rescue operations at incidents where technical expertise and

During a TRT incident, the fastest response of the most appropriate resources will save the most lives, limit suffering, and expedite the transition to recovery. The retirement of four members of the TRT team has placed a hole in an area already in critical need with three of the four current members being eligible for retirement in the next few years. In addition to training new members of the TRT team, additional funds are also necessary to replace aging equipment since much of our equipment has already or will be approaching the end of its service life. This will help the department in being able to stay compliant with NFPA 1951 which is the standard for technical rescue gear.



Hazardous Materials Team



River Forest Fire Department is a member of the Division 11 Hazardous Material Team Co-op. Division 11 is comprised of 7 surrounding towns that provide information, training, and manpower during a Haz-Mat incident. The Division 11 Team remains a highly regarded response team within the State of Illinois. Members of our team have participated in training exercises in downstate Champaign, IL in order to show knowledge and competency. This is known as the Validation process. Teams are given tasks they complete and are graded on.

Lt. Dave Bochenek remains the Haz-Mat Coordinator for our department.

Members keep their skills and knowledge current by attending training drills and schools that are offered throughout the year.

All 19 operations personnel have been trained at the level of Hazardous Materials Operational level per the Office of the State of Fire Marshal.

10 Hazardous Materials Technician

Lt. David Bochenek (Department Hazmat Coordinator)

Lt. Edward Howe

Lt. Michael Smith

Lt. John Carter

FFPM Paul Zipperich

FFPM Adan Viera

FFPM Brian McKenna

FFPM Stephen Fischer

FFPM Matthew Basa

FFPM Jason Bencik

Division 11 maintains a regimented training program. Drills are conducted every month, with the exception of June which is designated as an off month. The following drills were conducted in 2022.

- ◇ January — Maintenance and Inventory
- ◇ February— Review of Drager Testing Equipment
- ◇ March— MOHR Concrete HazMat / TRT Combined Drill
- ◇ April— Koppers Chemical HazMat Release Simulation
- ◇ May— Smith Detection HazMat IQ Detection Device Review
- ◇ June— N/A
- ◇ July— MOHR Concrete Chemical Identification
- ◇ August—HazMat Monitor Review
- ◇ September—Chemical Mixtures and Polymerizations
- ◇ October—Radiation Tabletop
- ◇ Review and Mass Decontamination Review
- ◇ November— Overview of the HazMat 8 Step Process
- ◇ December— Trailer Inventory and Confined Space Coop Drill with TRT

North Riverside FD stores the departmental HazMat trailer and equipment. 3 current departmental members completed training in a HazMat crude oil mitigation class that is held on a federal training site near Pueblo, CO.

The modern fire service must respond to both existing and emerging threats to lives and property. In addition to fighting fires, today's fire fighters will be called to incidents involving chemical spills, gas leaks, emergencies at industrial plants, or railroad or truck crashes with material leaks or spills. These incidents frequently involve hazardous materials that threaten lives, property, and the environment.



A hazardous material as defined by the U.S. DOT is a material that poses an unreasonable risk to the health and safety of operating emergency personnel, the public, and/ or the environment if it is not properly controlled during handling, storage, manufacture, processing, packaging, use and disposal or transportation.

Members of the River Forest Fire Department are trained to the Operations level as described by NFPA472. These members shall be said persons whom respond to hazardous materials/ WMD incidents for the purpose of protecting nearby persons, the environment, or property from the effects of the release. Our members are trained to the Operations level at a minimum to be able to recognize potential hazardous materials incidents, isolate and deny entry to other responders and the public, evacuate persons in danger, and take defensive actions such as shutting off valves and protecting drains without having contact with the product. Operations level responders act in a defensive fashion.

Upon the request of Departments in Division 11, 10 members will be requested to respond as part of Division 11 Haz-Mat Response Team. A Hazardous Materials Response Team is designed to provide a specialized response of personnel and equipment to incidents involving materials that present a physical, health, biological or radiological hazard to the public. The team's mission is hazardous materials identification, implementation of control procedures, containment of hazardous materials, rendering incident areas safe and performing decontamination procedures on the scene of hazardous materials incidents. Members of the specialized team are provided with higher levels of training to enter heavily contaminated areas using the highest levels of personal protection. These members are trained to take an offensive action to control and mitigate special hazardous situations.

Several of the HazMat technicians in the department are part of the State's deployment team that could be called upon to respond to other state and national HazMat situations. River Forest has participated and sent members to disasters like Hurricane Katrina in the past for weeks at a time.

Vehicle / Equipment Maintenance

Vehicle 200—Chief's Car

- ◇ Regularly scheduled maintenance and incidental items (including tire repair, lighting and wiper blade replacement)
- ◇ SCBA mount

Vehicle 201— Fire Marshal Car

- ◇ Regularly scheduled maintenance and incidental items

Vehicle 202— School Car

- ◇ Regularly scheduled maintenance and incidental items. TPMS serviced



Vehicle 213—Engine

- ◇ Regularly scheduled maintenance and incidentals
- ◇ Deck gun repaired
- ◇ Discharge #2 valve replaced
- ◇ R1 and rear driver's side door open switches replaced
- ◇ Exhaust hanger repaired
- ◇ Ladder door switch repaired and sealed
- ◇ A/C recharge
- ◇ Front tires replaced
- ◇ Water tank gauge repaired
- ◇ DEF system fault resolved

Vehicle 214—Ambulance

- ◇ Regularly scheduled maintenance and incidentals
- ◇ Safety Lane
- ◇ V-mux battery replaced and screen reset
- ◇ Brake service
- ◇ Power steering service
- ◇ Rear A/C wiring repaired
- ◇ Blower motor repaired

Vehicle 215—Ambulance

- ◇ Regularly scheduled maintenance and incidentals
- ◇ Safety Lane
- ◇ Engine and drawer batteries replaced (March and December)
- ◇ Brake service
- ◇ A/C repair
- ◇ Radio microphone replaced
- ◇ 4 rear tires replaced
- ◇ Power sled repaired
- ◇ Captain's chair and stretcher headrest reupholstered

Vehicle 218 - Utility

- ◇ Regularly scheduled maintenance and incidentals
- ◇ Brake service

Vehicle 219—Truck

- ◇ Regularly scheduled maintenance and incidentals
- ◇ Generator replaced
- ◇ Outrigger switch replaced
- ◇ Plymovent exhaust magnet repaired
- ◇ PTO leak repaired
- ◇ Engine/pump cooling hoses replaced
- ◇ Jockey pump serviced
- ◇ Brake service
- ◇ Tire replaced
- ◇ DEF system parts (tank) remain on-order



Vehicle 222— Engine

- ◇ Regularly scheduled maintenance and incidentals
- ◇ All six (6) batteries changed
- ◇ Tank to pump valve and solenoid replaced
- ◇ Left rear discharge valve replaced

Equipment/Station

◇ Regularly scheduled and as needed maintenance for: SCBA compressor and air packs, pantry shelving, Ambulance stretcher, gear washer, heart monitors, stove/oven, gas/ radiation detectors, hose, nozzles, battery tools, hydraulic tools, portable generators, hand tools/flashlights, hydrant hose monster, electric extension cords, air compressor/ lines, floor drains, garage doors, Plymovent system, clothes washer/dryer, sink drains, shorelines, roof HVAC, roof membrane, fire alarm system



Thank you for your continued support and
commitment to the River Forest
Fire Department.

Thomas D. Gaertner
Fire Chief



MEMORANDUM

Date: February 27, 2023

To: Catherine Adduci, Village President
Village Board of Trustees

From: Matt Walsh, Interim Village Administrator

Subject: Administration Report

Upcoming Meetings (all meetings are at Village Hall unless otherwise noted)

Wednesday, March 1st	6:00 PM	Economic Development Commission Meeting
Monday, March 6th	7:00 PM	Diversity, Equity and Inclusion Advisory Group Meeting
Wednesday, March 8 th	6:00 PM	Age Friendly Advisory Ad Hoc Committee Meeting

Recent Payments of >\$10,000

In accordance with the purchasing policy, the following is a summary of payments between \$10,000 and \$20,000 that have occurred since the last Board meeting:

Vendor	Amount	Description
Northern Environmental Development, Inc.	\$14,475.00	Asbestos Inspection, Madison St.
SAFEbuilt LLC	\$19,148.75	Plan Review & Health Inspections
Davis Tree Care Inc	\$15,743.00	Contract Tree Trimming
Bestco Hartford	\$10,351.02	Retiree Benefits PW & PD
State Treasurer	\$13,990.71	State Income Tax

Thank you.



MEMORANDUM

DATE: February 23, 2023

TO: Matt Walsh, Interim Village Administrator

FROM: Rosey McAdams, Finance Director

SUBJECT: Approval – Payment to Springbrook Holding Company LLC for Annual Maintenance

The Village uses Springbrook software for financial accounting, utility billing, accounts receivable, payroll and cash receipting functions. As part of our agreement with Springbrook, we are required to pay an annual maintenance fee for the use of the software. The maintenance fee provides for software updates and employee support and assistance. An invoice in the amounts of \$24,273.08 for the period from May 1, 2023 through April 30, 2024 is attached. This amount represents a 5.0% increase over the prior year.

Because the amount of the invoice is over \$20,000, staff is requesting Village Board approval to pay the invoice.

Requested Board Action: Approve a payment in the amount of \$24,273.08 to Springbrook Holding Company LLC for annual maintenance for the period from May 1, 2023 – April 30, 2024.

INVOICE



Invoice # INV-011844
Invoice Date 03/02/2023
Invoice Date Due 04/01/2023
Invoice Period
Payment Terms Net 30
PO No.

Bill To:

River Forest, IL - Village of
Keke Boyer
400 Park Ave.
River Forest Illinois 60305

Ship To:

River Forest, IL - Village of
Rosemary McAdams
400 Park Ave.
River Forest Illinois 60305

Description	Qty.	Ext. Price
Cash Receipts Maintenance	1	\$1,265.28
Payroll Maintenance	1	\$4,129.25
Finance Suite Maintenance	1	\$9,185.76
Code and Contact Management Maintenance	1	\$3,010.98
Accounts Receivable Maintenance	1	\$356.55
Utility Billing Maintenance	1	\$6,325.26

Subtotal	\$24,273.08
TAX	\$0.00
Total	\$24,273.08

Please direct inquiries to:
Accounts Receivable at (503) 820-2213
Send an email to: accountsreceivable@sprbrk.com

Lockbox Payments:
Springbrook Holding Company LLC
PO Box 200566
Dallas, TX 75320-0566

ACH/Wiring Instructions:
Wells Fargo
For credit to: Springbrook Holding Company LLC
Account: 4898138342
ABA: 121000248



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 27, 2023

To: Catherine Adduci, Village President & Village Board of Trustees

From: Matt Walsh, Interim Village Administrator

Subj: Approval of Purchase Agreement for Datto Backup Appliance

Issue: The Village is currently in need of upgrades of the server system to increase reliability and storage.

Analysis: The FY23 Village budget included \$115,000 for the Hyperconverged Infrastructure item. This initiative is a multi-step process to upgrade the Village's servers and storage systems. The Village Board approved the purchase of a Storage Array Network in June 2022, and a purchase has been made for an additional server. The next step in improving the server infrastructure is the implementation of a backup server.

The Village's IT consultant ClientFirst acquired quotes from three different resellers for the same 12T Datto Backup appliance and three-year licensing term. The quotes are listed below. Quadbridge and Invenio IT waive the implementation costs with a three-year contract.

	Implementation	Annual Cost	Total 3-year Cost
Quadbridge	-	\$10,877.76	\$32,672
Invenio IT	-	\$18,220.80	\$54,660
Computer Courage	\$10,000	\$15,000	\$55,000

The Village's IT consultant and staff recommend approval of a purchase agreement with Quadbridge.

Request for Board Action: If the Board wishes to approve, the following motion would be appropriate.

Motion to approve a purchase agreement with Quadbridge for a Datto Back Backup Appliance and annual license cost for a total cost not to exceed \$32,672.16.

Documents Attached: Quadbridge Quote



QUADBRIDGE

Quadbridge Inc.
P.O. Box 71335
Chicago, Illinois 60694-1335
United States
<http://www.quadbridge.us>
(P) 1-800-501-6172 (ext.) 221

Quotation (Open)

Date Jan 11, 2023 04:24 PM EST	Expiration Date 02/10/2023
Modified Date Jan 31, 2023 01:27 PM EST	
Quote # 168238 - rev 1 of 1	
Description Datto	
SalesRep Guerrier, Roodly (P) 438-899-8285 (F) 438-899-7175	
Customer Contact Redmond, Mike (P) (720) 799-3649 mredmond@clientfirstcg.com	

Customer

Village of River Forest (Vo5926)
Redmond, Mike
400 Park Avenue
River Forest, IL 60305
United States

Bill To

Village of River Forest
400 Park Avenue
River Forest, IL 60305
United States

Ship To

Village of River Forest
400 Park Avenue
River Forest, IL 60305
United States

Customer PO:	Terms: Undefined	Ship Via: FedEx Ground
Special Instructions:		Carrier Account #:

#	Description	Tax	Qty	Unit Price	Total
1	S5-12 Time- Based Retention / month (1yr)	Yes	12	\$906.48	\$10,877.76
	Note: This is a 3 years comittment quote with free appliance				
2	Datto S5-12 Base Appliance	Yes	1	\$0.00	\$0.00

These prices May NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal:	\$10,877.76
Product Subtotal:	\$10,877.76
Tax (10.0000%):	\$1,091.66
Shipping:	\$38.88
Total:	\$12,008.30



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 27, 2023

To: Catherine Adduci, Village President
Village Board of Trustees

From: Matt Walsh, Interim Village Administrator

Subj: Change in IRMA Alternate Delegate

Issue

The Village's liability insurance carrier, IRMA (Intergovernmental Risk Management Agency) requires that the Village designate a delegate and alternate delegate to attend meetings of the Board of Directors. With the recent appointment of Matt Walsh as Interim Village Administrator, staff recommends appointing Trish Ivansek as the primary IRMA delegate. The primary delegate is responsible for coordinating claims with IRMA and attending meetings.

The proposed delegate and alternate delegate as follows:

Delegate: Trish Ivansek, Human Resources Generalist

Alternate Delegate: Matthew Walsh, Interim Village Administrator

Such appointments are routine and require an official resolution adopted by the corporate authorities.

Requested Board Action

Adopt a Resolution appointing a delegate an alternate delegate to the Intergovernmental Risk Management Agency (IRMA)

Attachment

Resolution

RESOLUTION NO. _____

**A RESOLUTION APPOINTING A DELEGATE AND ALTERNATE DELEGATE
TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA)**

WHEREAS, the Village of River Forest adopted the Contract and By-Laws of the Intergovernmental Risk Management Agency by Ordinance and thereby became a member of said cooperative; and

WHEREAS, said contract provides that member units of local government shall by majority vote of its corporate authorities select one (1) person to represent that body on the Board of Directors of said Intergovernmental Agency;

NOW, THEREFORE, BE IT RESOLVED by the CORPORATE AUTHORITIES, of the Village of River Forest, Cook County, Illinois, as follows:

Section 1. Trish Ivansek, Human Resources Manager, of the Village of River Forest is hereby appointed to represent the Village of River Forest on the Board of Directors of said Intergovernmental Risk Management Agency.

Section 2. Matt Walsh, Interim Village Administrator, of the Village of River Forest, is hereby selected as the alternate representative to serve if Trish Ivansek is unable to carry out the aforesaid duties as the representative of the Village of River Forest to said Intergovernmental Agency commencing on February 27, 2023.

Section 3. That this Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED by the Board of Trustees of the Village of River Forest, Illinois, this 27th day of February, 2023.

Ayes:

Nays:

Absent:

APPROVED by me this 27th day of February, 2023.

Catherine Adduci, Village President

ATTEST:

Jonathan Keller, Village Clerk