

Board of Trustees:

President Beth Damas Kaspar

Secretary DJ Jeffers

Treasurer Bridget Tolan

Trustee Angela Greenfield

Trustee Tina Zekich

Fire Chief:

Kevin Doyle



# Orland Fire Protection District

Administration Center

9790 West 151st Street • Orland Park, IL 60462

708/349-0074 • Fax 708/349-0354

www.orlandfire.org



ISO Class 1



Internationally Accredited Agency

## BOARD OF TRUSTEES

### REGULAR MEETING

TUESDAY, OCTOBER 28, 2025 - 5:00 PM



# APPROVED

11-18-25

<p>The Regular Meeting of the Board of Trustees was called to order at 5:00 p.m. by Board President Kaspar for the purpose of conducting all regular business of the District, proper notice having been given.</p> <p><b>PRESENT:</b> Trustees Greenfield, Jeffers, Kaspar, Tolan, Zekich  <b>ABSENT:</b> None</p> <p><b>OTHERS PRESENT:</b> Fire Chief Kevin Doyle, HR Director Alice Stevenson, Attorney Megan Steigauf and Recording Secretary Gerry Strunka.</p>	<p><b>OPENING MEETING</b></p> <p><b>ROLL CALL</b></p>
<p>There were no public comments.</p>	<p><b>PUBLIC COMMENTS</b></p>
<p>A motion to approve the Regular Meeting Minutes of September 23, 2025, was made by Trustee Jeffers and seconded by Trustee Greenfield. Motion carried.</p> <p><b>Ayes:</b> Trustees Jeffers, Greenfield, Kaspar, Tolan, Zekich  <b>Nays:</b> None  <b>Absent:</b> None</p>	<p><b>APPROVAL OF MINUTES</b></p>
<p>Tom Coughlin gave the Finance update. Trustee Zekich asked if there would be discussion about the proposed '26 Budget. President Kaspar stated that it will be available in the next week and we will have a Special Meeting where it is presented.</p>	<p><b>FINANCE REPORT</b></p>
<p>HR Director Alice Stevenson gave the HR update:</p> <ul style="list-style-type: none"> <li>• Insurance renewal update</li> <li>• Open enrollment</li> <li>• Firefighter application period ended—test being held 11/15 at Orland Civic Center</li> </ul>	<p><b>HUMAN RESOURCES</b></p>
<p>No report at this time.</p>	<p><b>COMMUNICATIONS</b></p>
<p>No report at this time.</p>	<p><b>LOCAL 2754</b></p>
<p>No report at this time.</p>	<p><b>LOCAL 134</b></p>
<p>No report at this time.</p>	<p><b>COMMUNICATIONS TO/FROM THE</b></p>

	BOARD
<p><b>General</b></p> <ol style="list-style-type: none"> <li>1. Very busy, productive first week</li> <li>2. Recognition of the amazing welcome I've received from everyone and especially the Administrative Staff, BC's Purtill &amp; Tufts</li> </ol> <p><b>Meetings/Events</b></p> <ol style="list-style-type: none"> <li>1. Attended numerous meetings throughout first week with administrative staff &amp; division heads.</li> <li>2. Attended meetings at OPPD &amp; OPACC. Met with Mayor Dodge, OP Police Chief Rossi, &amp; Chamber President</li> <li>3. Meeting requests sent to Orland Hills Mayor and police staff</li> <li>4. Firefighter written exam set for Nov 15<sup>th</sup>. I will be attending</li> <li>5. 1<sup>st</sup> Weekly Chief's meeting this Friday</li> </ol> <p><b>Promotional Ceremony</b></p> <ul style="list-style-type: none"> <li>• Swearing in Nov. 6<sup>th</sup> for Lt. Eric Petravich and Engineer James Schultz</li> </ul> <p><b>Significant incidents</b></p> <ol style="list-style-type: none"> <li>1. Total calls for service in September were 1137.</li> <li>2. House fire response 15501 S.113<sup>th</sup> Ct., unincorporated Cook County 09/23</li> <li>3. Apartment fire 15230 El Camino Terr, 10/26</li> <li>4. Townhome fire 13961 Berkhansted 10/27</li> </ol> <p><b>Other Information</b></p> <ol style="list-style-type: none"> <li>1. Internal budget process is completed, thanks to BC Purtill for spearheading that process</li> <li>2. Working with IT to improve information sharing and efficiency across divisions</li> </ol> <p><i>Chief Doyle stated that it has been very busy his first week and he's been very impressed with Admin. and Chiefs Purtill and Tufts and he plans to get out and meet many more employees in the coming weeks.</i></p> <p><i>Trustee Zekich stated that last month when Ambulance One was brought up, she was told that it is something we are going to wait for Chief Doyle on. She asked Chief Doyle if there is any update. Chief Doyle said that he plans on giving the Board an update on the matter as he spends more time researching and will update the Board.</i></p>	<p><b>CHIEF'S REPORT</b></p>
<p>There was no Old Business.</p>	<p><b>OLD BUSINESS</b></p>
<p>Trustee Kaspar stated that she would like to amend RFBA 25-87 to Ratify the contract of Fire Chief/Administrator Doyle only and place Deputy Chief Purtill's on the next agenda under Old Business. It was seconded by Trustee Zekich. Motion carried.</p> <p><b>Ayes:</b> Trustees Kaspar, Zekich, Greenfield, Jeffers, Tolan  <b>Nays:</b> None  <b>Absent:</b> None</p>	<p><b>NEW BUSINESS</b></p>

Next, President Kaspar asked for a motion to place items A-J with item G. as amended, to a consent agenda. Trustee Zekich stated that she would like to discuss Item H. regarding a mailer to district residents. She stated she is all about transparency and that's why she believes having the meetings online would be more cost effective than a mailer. She stated it had been approved in the past and she didn't hear much follow up about QR code, mailing list, etc. President Kaspar stated that she would like it as a way to introduce Chief Doyle and it would not exceed the cost of our last mailing, with a cap of \$6,000.

President Kaspar made a motion to place Items A. through J. with Item G. as amended above, on a consent agenda:

- A. Approval of the Treasurer's Report in the amount of \$4,285,581 and Cook County Grant in the amount of \$496;
- B. RFBA 25-82 Due to a third party's intent to remove the cell tower from the CTC and remediate the area back to soil (tower not owned or operated by OFPD), approval to turn the area into several parking spaces which will include excavation, concrete and asphalt work to be completed (not to exceed \$20,000);
- C. RFBA 25-83 Approval to award contract for three concrete slabs to be installed at the CTC to lowest responsible bidder, Provantage Systems (not to exceed \$80,000);
- D. RFBA 25-84 Approval to send six (6) Training Officers to the Fire Department Instructor Conference (FDIC) April 20 through 25, 2025 (\$12,500);
- E. RFBA 25-85 Approval to renew Teamviewer for Dispatch ((\$12,900);
- F. RFBA 25-86 Approval of Resolution 2025-04 in Honor & Memorium of Former Trustee Jayne Schirmacher;
- G. RFBA 25-87 Approval to ratify the contracts of Fire Chief/Administrator Kevin Doyle and Deputy Chief John Purtill;
- H. RFBA 25-88 Approval to send an OFPD district mailer to all residents with update of district news;
- I. RFBA 25-89 Discussion and/or approval of insurance renewal;
- J. RFBA 25-90 Approval of the purchase of a new condensing unit (AC system) for the server room at Administration (not to exceed \$7,500).

and it was seconded by Trustee Jeffers. Motion carried.

**Ayes:** Trustees Kaspar, Jeffers, Greenfield, Tolan, Zekich  
**Nays:** None  
**Absent:** None

Trustee Greenfield made a motion to approve consent agenda items A-J with item G as amended, and it was seconded by Trustee Kaspar. Motion carried.

**Ayes:** Trustees Greenfield, Kaspar, Jeffers, Tolan, Zekich  
**Nays:** None  
**Absent:** None

Minutes of Regular Meeting  
Board of Trustees  
October 28, 2025

<p>With all business being concluded, Trustee Greenfield made a motion to adjourn the meeting at 5:19 p.m., and it was seconded by Trustee Jeffers. Motion carried.</p> <p><b>Ayes:</b> Trustees Greenfield, Jeffers, Kaspar, Tolan, Zekich <b>Nays:</b> None <b>Absent:</b> None</p> <p>Meeting adjourned.</p>	<p><b>ADJOURNMENT</b></p>
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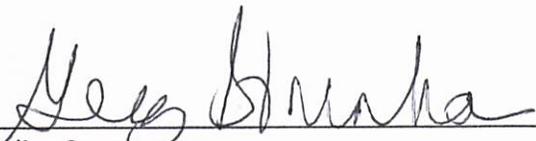


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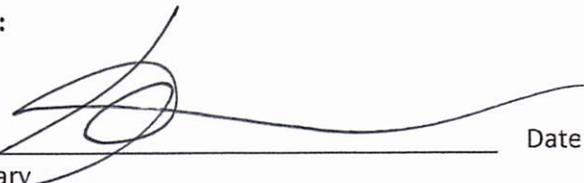
## RATIFIED MINUTES OF OCTOBER 28, 2025 REGULAR MEETING

These Board of Trustees Meeting Minutes from the October 28, 2025 Regular Board Meeting have been approved by the Executive Board of Trustees on November 18, 2025, and serve as the official record.

**Prepared and Submitted By:**

 Date: 11/18/25  
Recording Secretary

**Approved By:**

 Date: 11/18/25  
Board Secretary





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