

## **AGENDA**

### **RULES MEETING OF THE BOARD OF TRUSTEES VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS COOK AND WILL COUNTIES**

**Village Hall - Boardroom**

**7:00 p.m.**

**October 2, 2023**

Roll Call

1. An Ordinance Amending Electronic Attendance by the Mayor and Trustees at Board Meetings
2. Automated External Defibrillator's (AED) for Park Forest

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website [www.villageofparkforest.com](http://www.villageofparkforest.com) Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708)748-1129 or via e-mail at [athurston@vopf.com](mailto:athurston@vopf.com). Every effort will be made to allow for meeting participation.

## AGENDA BRIEFING

**TO:** Joseph A. Woods, Mayor  
Village Board of Trustees

**FROM:** Thomas K. Mick,  
Village Manager

**DATE:** September 21, 2023

**RE:** An Ordinance Amending Electronic Attendance by the Mayor and Trustees  
at Board Meetings

**BACKGROUND/DISCUSSION:**

State law and Village code regulate attendance of Village Board at meetings via telephone or other electronic forms. The original regulations took effect in January 2007. The full ordinance is attached.

Permitted reasons for electronic attendance are specific and include the following:

1. personal illness or disability
2. employment purposes
3. business of the public body
4. a family emergency
5. another emergency

State law was recently amended with regard to the reasons which permit electronic meeting attendance. The amendment relates to unexpected childcare obligations. As such, the section of code pertaining to permitted reasons will be amended accordingly in the attached ordinance.

**SCHEDULE FOR CONSIDERATION:**

This item will be on the agenda of the October 2, 2023 Rules Meeting for discussion.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING ELECTRONIC ATTENDANCE  
BY THE MAYOR AND TRUSTEES AT BOARD MEETINGS**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois:

**SECTION I: Village Code Amended.** Article II of the Park Forest Village Code, titled “President and Board of Trustees,” is hereby amended as follows:

Section 2-35, titled “**Electronic Attendance at Board Meetings**” is hereby amended as follows:

- a. As provided herein, trustees who are not physically present shall participate in open or closed meetings by means of a video or audio conference. Such electronic participation shall only occur if the trustee is prevented from physically attending by: (1) personal illness or disability; (2) employment purposes; (3) business of the public body; (4) a family emergency; (5) another emergency **or (6) unexpected childcare obligations**. If a trustee wishes to attend a meeting electronically, the trustee must notify the village clerk at least 48 hours before the meeting, unless advance notice is impractical. Notification shall be in person or in writing, or by phone, e-mail or facsimile transmission. The notification shall include a detailed recitation of the particular circumstances why the trustee cannot attend, and also cite one of the five above-specified categories. The notification also shall substantially follow the format laid out in section 2-36 of the Park Forest Village Code. For purposes of this rule, the deputy village clerk shall be considered, and is hereby designated, as the agent of the village clerk. Notice given to the village clerk or to the deputy village clerk shall be sufficient. Copies of the request shall be provided to all trustees promptly, but in no event later than the meeting in question.

**SECTION II: Effective Date.** This ordinance shall be in full force and effect immediately after its passage and publication as required by law.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Present</b>
Tiffani Graham				
Maya Hardy				
John Moore				
Theresa Settles				
Erin Slone				
Randall White				
Joseph Woods				
<b>TOTAL:</b>				

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Joseph A. Woods, Mayor

\_\_\_\_\_  
Sheila McGann, Village Clerk

**AN ORDINANCE RESTRICTING ELECTRONIC ATTENDANCE  
BY THE MAYOR AND TRUSTEES AT BOARD MEETINGS**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois:

**SECTION I.**        **Village Code Amended.** Article II of the Park Forest Village Code, titled "President and Board of Trustees," is hereby amended as follows:

New Section 2-35, titled "Electronic Attendance at Board Meetings," is hereby added to the Village Code of Park Forest to read as follows:

2-35.            Electronic attendance at board meetings.

- A.    A quorum of Trustees must be physically present at the location of an open or closed meeting of the Board of Trustees.
  
- B.    Minutes of all meetings shall reflect if a Trustee was physically present or present by means of a video or audio conference. Lack of such a specification shall be deemed to indicate that the Trustee in question was physically present.
  
- C.    As provided herein, Trustees who are not physically present shall participate in open or closed meetings by means of a video or audio conference. Such electronic participation shall only occur if the Trustee is prevented from physically attending by: (1) personal illness or disability; (2) employment purposes; (3) business of the public body; (4) a family emergency; or (5) another emergency. If a Trustee wishes to attend a meeting electronically, the Trustee must notify the Village Clerk at least 48 hours before the meeting, unless advance notice is impractical. Notification shall be in person or in writing, or by phone, e-mail or facsimile transmission. The notification shall include a detailed recitation of the particular circumstances why the Trustee cannot attend, and also cite one of the five above-specified categories. The notification also shall substantially follow the format laid out in Section 2-36 of the Park Forest Village Code. For purposes of this rule, the Deputy Village Clerk shall be considered, and is hereby designated, as the agent of the Village Clerk. Notice given to the Village Clerk or to the Deputy Village Clerk shall be sufficient. Copies of the request shall be provided to all Trustees promptly, but in no event later than the meeting in question.
  
- D.    Upon receipt of notice of intent to participate electronically, the Village Clerk, Deputy Village Clerk or his/her designees shall make appropriate arrangements for the Trustee to participate electronically, such as by arranging a speaker-phone for the meeting room and obtaining contact information. The equipment shall

provide output sufficient for persons attending the meeting, and members of the audience, to hear the Trustee speak, and also shall allow the Trustee to hear other Trustees and any person who addresses the Board of Trustees.

- E. The Board of Trustees allows electronic attendance for qualifying reasons listed in the Illinois Open Meetings Act, as a matter of policy. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the Trustee, so that the Trustee can participate. However, except in extraordinary circumstances as determined by the Board of Trustees, a member shall only participate electronically at three meetings per calendar year.
- F. If the Trustee who is attending electronically would normally chair the meeting, a president *pro tempore* who is physically present shall be appointed.
- G. When a Trustee attends a meeting electronically, all votes shall be by roll call vote. An electronically attending Trustee must identify himself or herself by name and be recognized by the president before speaking.
- H. An approved request to participate electronically shall entitle the Trustee involved to attend at the subject meeting and any closed sessions called during that meeting.
- I. This ordinance shall apply in like manner to any subsidiary committee, subcommittee or other agency of the village that is a "public body" under the Illinois Open Meetings Act.

New section 2-36, titled "Sample Format for Electronic Attendance Request," is hereby added to the Village Code of Park Forest to read as follows:

2-36. Sample Format for Electronic Attendance Request



The format for submitting a request for electronic attendance shall be as follows: [see attached]

**SECTION II: Severability and Repeal of Inconsistent Ordinances.** If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION III: Effective Date.** This ordinance shall be in full force and effect immediately after its passage and publication as required by law.

ADOPTED this 27 day of Nov., 2006.

Ayes: 7  
Nays: 0  
Absent: 0

<p><b>ATTEST:</b></p> <p> _____ Village Clerk</p>	<p><b>APPROVED:</b></p> <p> _____ Village President</p>
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**PARK FOREST ELECTRONIC ATTENDANCE REQUEST**

I hereby request to electronically attend the meeting of the Board of Trustees on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ p.m.

I am eligible to participate electronically because of [check one]:

\_\_\_\_\_ (1) personal illness or disability  
Description of illness or disability: \_\_\_\_\_

\_\_\_\_\_ (2) employment purposes  
Name of employer: \_\_\_\_\_

\_\_\_\_\_ (3) business of the public body  
Specify nature of business:  
\_\_\_\_\_

\_\_\_\_\_ (4) a family emergency  
Name of family member involved: \_\_\_\_\_  
Relationship to member: \_\_\_\_\_  
Nature of emergency: \_\_\_\_\_

\_\_\_\_\_ (5) another emergency  
Specify nature of the emergency: \_\_\_\_\_

During the meeting, I will be at the following location:

\_\_\_\_\_

and reachable at the following phone number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Trustee

\_\_\_\_\_  
Date

**OR**

Request received by \_\_\_\_\_ phone \_\_\_\_\_ e-mail \_\_\_\_\_ fax

\_\_\_\_\_  
Signature of Village Clerk/Deputy Village Clerk

\_\_\_\_\_  
Date

## **AGENDA BRIEFING**

**DATE:** October 2, 2023  
**TO:** Mayor Joseph Woods  
Board of Trustees  
**FROM:** Mark Cotrano, Deputy Fire Chief  
**RE:** AED's for Park Forest

### **BACKGROUND/DISCUSSION:**

The Village of Park Forest owns (17) Automated External Defibrillators (AEDs). The AEDs are strategically placed in public areas throughout the village as noted below:

- Tennis Club (1)
- Freedom Hall (1)
- Village Hall (2)
- Public Works (2)
- Police Department (8)
- Fire Department (3)

The Fire Department completes monthly inspections on each AED unit and orders replacement parts including batteries and defibrillation pads for all units. Because of the age of our current AEDs, it has become increasingly difficult to obtain replacement parts and supplies for these units. The majority of our units are at their end of their service life. In order to resolve this issue, the Fire Department has been able to secure a grant for the Village in the amount of \$10,000 to assist with the replacement of the Village owned AED's. This grant has been awarded to us from ComEd's Powering Safe Communities program.

Once the grant was secured, Fire Department staff began researching different AED manufacturers. Staff talked to vendors and reviewed features and options of multiple different AED units. Multiple vendors brought demo AED's for staff to look at and use. Staff decided on three AED's they believed to be the best and quotes were obtained from all three. These industry leading AED's, included: Lifepak (CR2), Zoll (AED3), and Phillips (Heartstart FRx). Qualities of the AED considered when researching replacement AED's were: usability, replacement costs, warranty, and connectivity. The importance of early access to defibrillation in a cardiac event is of the utmost importance and is a leading cause for a successful outcome.

### **RECOMMENDATION:**

Based on the reviews conducted, staff recommends replacing the Village's AED's with the Lifepak CR2's. This unit was the easiest to use and had the least expense cost for replacement supplies. The Lifepak CR2 provides an online management system which consists of a self-test, wireless software upgrades, and a system report for the program manager. The Lifepak CR2 utilizes a single set of pads for pediatric and adult patients, providing the strongest shock (360J) in the quickest amount of time. This system can also be set up to provide notification of a



device's use to a dispatching agency. The Lifepak CR2 comes with an 8 year warranty and the battery is good for four (4) years - both industry leading features.

The total cost of replacing the seventeen (17) AED units is \$28,537.39. Given the \$10,000 grant award, the Fire Department is asking for \$18,537.39 to complete the purchase of the AED's. Funding for this purchase will come from fund balance reserves as a mid-year budget amendment.

**SCHEDULE FOR DISCUSSION:**

This item will appear on the agenda of the October 2, 2023 Village Board Meeting for discussion.



## CR2 AEDs

Quote Number: 10759743  
 Version: 1  
 Prepared For: PARK FOREST FIRE DEPT  
 Attn:

Rep: Christine Rogers  
 Email: christine.rogers@stryker.com  
 Phone Number:

Quote Date: 09/15/2023  
 Expiration Date: 09/10/2023  
 Contract Start: 08/11/2023  
 Contract End: 08/10/2024

Service Rep: Darren Divizio  
 Email: darren.divizio@stryker.com

### Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99512-001262	LIFEPAK CR2 Defibrillator, Semi-Automatic, WIFI, English, handle, 8 year warranty. Includes 1 PR QUIK-STEPelectrodes and 1 battery (4 years each), LIFELINKcentral AED Program Manager Basic Account, USB cable, Operating Instructions	PCE	17	\$1,954.24	\$33,222.08
Equipment Total:						\$33,222.08

### Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-ZAEDPL-LPCR2	TRADE-IN-ZOLL AED PLUS TOWARDS PURCHASE OF LIFEPAK CR2	17	-\$300.00	-\$5,100.00

### Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$415.31
<b>Grand Total:</b>	<b>\$28,537.39</b>

Prices: In effect for 30 days

Terms: Net 30 Days



## CR2 AEDs

Quote Number: 10759743

Version: 1

Prepared For: PARK FOREST FIRE DEPT

Attn:

Rep: Christine Rogers

Email: christine.rogers@stryker.com

Phone Number:

Quote Date: 09/15/2023

Expiration Date: 09/10/2023

Contract Start: 08/11/2023

Contract End: 08/10/2024

Service Rep: Darren Divizio

Email: darren.divizio@stryker.com

### Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at [www.stryker.com/stnc](http://www.stryker.com/stnc).

**Aed Market**

318 Seaboard Ln Ste 310  
Franklin, TN 37067 US  
info@aedmarket.com  
www.aedmarket.com



# Estimate

**ADDRESS**

Mark Cotrano  
Village of Park Forest  
156 Indianwood Blvd  
Park Forest, IL 60466

**SHIP TO**

Mark Cotrano  
Village of Park Forest  
156 INDIANWOOD BLVD  
PARK FOREST, IL 60466-  
2044 US

**ESTIMATE #** 4728

**DATE** 09/22/2023

ITEM	QTY	RATE	AMOUNT
<b>New AEDs:Philips Heartstart FRx AED</b> Includes: AED, Adult Pads, Battery, Carrying Case, Check Tags, 8 Year Warranty	17	1,944.00	33,048.00T
<b>AED Trainers:Philips HeartStart FRx Infant Child Key</b>	17	111.00	1,887.00T
<b>Shipping</b> No Charge for Shipping	1	0.00	0.00
<b>Specific Order Other:Sales Tax</b> Sales Tax calculated by AvaTax on Fri Sep 22 03:54:04 UTC 2023	1	1,758.44	1,758.44
<b>Specific Order Other:Discount</b> \$400 off Discount	17	-400.00	-6,800.00T

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Hi Mark,	<b>SUBTOTAL</b>	29,893.44
	<b>TAX</b>	0.00
Please let me know if you have any questions about the quote above.	<b>TOTAL</b>	<b>\$29,893.44</b>

Thank you,

David Favours  
Account Manager  
AED Market  
1-800-441-8378 EXT. 702  
www.aedmarket.com

Accepted By

Accepted Date

**Aed Market**

318 Seaboard Ln Ste 310  
Franklin, TN 37067 US  
info@aedmarket.com  
www.aedmarket.com



# Estimate

**ADDRESS**

Mark Cotrano  
Village of Park Forest  
156 Indianwood Blvd  
Park Forest, IL 60466

**SHIP TO**

Mark Cotrano  
Village of Park Forest  
156 INDIANWOOD BLVD  
PARK FOREST, IL 60466-  
2044 US

**ESTIMATE #** 4709

**DATE** 09/19/2023

ITEM	QTY	RATE	AMOUNT
<b>Specific Order Other:Trade in CR Plus AEDs</b> Trade in 14 CR Plus AEDs and 3 Lifepak Express AEDs	17	75.00	1,275.00
<b>Specific Order Other:Sales Tax</b> Sales Tax calculated by AvaTax on Tue 19 Sep 18:22:26 UTC 2023	1	0.00	0.00

Hi Mark,

Please let me know if you have any questions about the quote above.

Thank you,

David Favours  
Account Manager  
AED Market  
1-800-441-8378 EXT. 702  
www.aedmarket.com

SUBTOTAL	1,275.00
TAX	0.00
<b>TOTAL</b>	<b>\$1,275.00</b>

Accepted By

Accepted Date

**Aed Market**

318 Seaboard Ln Ste 310  
Franklin, TN 37067 US  
info@aedmarket.com  
www.aedmarket.com



# Estimate

**ADDRESS**

Mark Cotrano  
Village of Park Forest  
156 Indianwood Blvd  
Park Forest, IL 60466

**SHIP TO**

Mark Cotrano  
Village of Park Forest  
156 INDIANWOOD BLVD  
PARK FOREST, IL 60466-  
2044 US

**ESTIMATE #** 4708

**DATE** 09/19/2023

ITEM	QTY	RATE	AMOUNT
<b>New AEDs:Zoll AED Plus</b> Includes: AED, Adult Pads, Battery, Carrying Case, Check Tags, 7 Year Warranty	17	1,734.00	29,478.00T
<b>AED Pediatric Pads:Zoll Pedi Padz II for Infant or Child</b> ZOLL pedi padz II for Infant or Child	17	117.00	1,989.00T
<b>Shipping</b> No Charge for Shipping	1	0.00	0.00T

Hi Mark,

Please let me know if you have any questions about the quote above.

Thank you,

David Favours  
Account Manager  
AED Market  
1-800-441-8378 EXT. 702  
www.aedmarket.com

SUBTOTAL	31,467.00
TAX	0.00
<b>TOTAL</b>	<b>\$31,467.00</b>

Accepted By

Accepted Date