

FRANKFORT FIRE PROTECTION DISTRICT FRANKFORT FIRE DEPARTMENT

MINUTES OF THE ADJOURNED REGULAR PUBLIC MEETING OF THE BOARD OF TRUSTEES OF THE FRANKFORT FIRE PROTECTION DISTRICT, WILL COUNTY, ILLINOIS, HELD AT FIRE STATION NUMBER ONE, 333 WEST NEBRASKA STREET, FRANKFORT, ILLINOIS IN SAID DISTRICT AT 9:00 A.M. ON THE 21ST DAY OF JANUARY 2010

CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AND THE SECRETARY CALLED FOR THE ROLL CALL.

UPON THE ROLL BEING CALLED, THE FOLLOWING TRUSTEES ANSWERED PRESENT: WILLIAM F. HOFFMEISTER, ROBERT TUTKO, LARRY NICE, MICHAEL KAVANAGH AND DONALD LORENZ

THE FOLLOWING TRUSTEES WERE ABSENT FROM SAID MEETING: NONE

ALSO PRESENT: CHIEF GRADY, ASST. CHIEF RAUCH, ASST. CHIEF WILSON, PREVENTION INSPECTOR DENNIS MERZ, LT. TODD HAMM, COMMISSIONER CAROL EKDAHL, MICHELLE SELVAGGIO, BONNIE MERRITT, KRISTI FARNUM, JOHN MURDIE AND PAUL KINSELLA.

PLANNING SESSION TO DISCUSS ACTIVITIES 2010

CHIEF GRADY BEGAN WITH AN OVERVIEW DETAILING FINANCING/FUNDING TO INCLUDE LEVY BUDGETING FOR THE FUTURE. PERSONNEL ISSUES INCLUDED STAFFING, POSITIONS AND RECOGNITION.

CHIEF GRADY PRESENTED THE CHALLENGES OF FRANKFORT FIRE PROTECTION DISTRICT FOR 2010.

FINANCES/FUNDING

- CREATE A FUTURE LEVY-BUDGET
- INSURANCE
- SALARIES
- PENSIONS
- DAILY OPERATIONS
- POST EMPLOYMENT BENEFITS

CHIEF GRADY PRESENTED AND DISCUSSED GOALS FOR 2010

- PERSONNEL
 - BATTALION CHIEF TESTING
 - PROMOTIONAL TESTING FOR THE RANKS OF LT'S & ENGINEERS
 - STATION #4 STAFFING
 - DEPUTY CHIEF POSITION – FALL 2010
 - POSSIBLE MECHANIC/FACILITIES MANAGER POSITION
 - ADMINISTRATIVE DUTIES AND RESPONSIBILITIES REALIGNMENT
 - POST-RETIREMENT PROGRAM ESTABLISHMENT

CHIEF GRADY PRESENTED AND DISCUSSED GOALS FOR 2010 - CONTINUED

- EQUIPMENT
 - SPECIFY AND MAINTAIN FLEET
 - TOOLS, SCBA, GEAR
 - EXPAND MAINTENANCE PROGRAM TO INCLUDE A FULL TIME MECHANIC
- FIRE STATIONS
 - STATION #4 OPENING –JUNE/JULY 2010
 - STATION #3 ADDITIONAL LAND [WEST]
 - STATION #3 MAINTENANCE AREA
 - GENERAL MAINTENANCE
- FINANCES
 - CONTINUED BUDGET AND LEVY DEFINITION TO INSURE ADEQUATE FUNDING
 - FUNDING INCLUDING GRANTS
 - SAFETY PROMOTION
 - RECOGNITION
 - FINANCIAL STABILITY
 - PERSONNEL AND STATION GROWTH
 - ENSURING THE SUCCESS OF OUR ORGANIZATION

ASST. CHIEF RAUCH PRESENTED AND DISCUSSED GOALS FOR 2010

SUPPORT SERVICES

ASSISTANT CHIEF RAUCH EXPRESSED HIS APPRECIATION TO DENNIS MERZ AND BONNIE MERRITT FOR THE DEVELOPMENT AND MAINTENANCE OF THE FRANKFORT FIRE PREVENTION BUREAU WEBSITE. ALSO ACKNOWLEDGED WERE JOE O'DETTE, JOHN GRITSUK, PAUL KELCH, AND KEVIN BROW FOR THEIR WORK IN THE FIRE PREVENTION BUREAU, SEAN FIERCE AND TODD HAMM WITH COMMUNICATION AND BRIAN ADCOCK AND JEFF OTTE FOR THEIR EFFORTS WITH THE CADETS.

CALL TOTALS 2009

ASST CHIEF RAUCH PRESENTED CALL TOTALS FOR 2009 RANGING FROM STRUCTURE FIRES TO MISC. CALLS. TOTAL TONED CALLS FOR 2008 WERE 3382 COMPARED TO TOTAL TONED CALLS FOR 2009 WERE 3381.

ACCOMPLISHMENTS 2009

COMMUNICATION

- SUCCESSFUL MOVE TO LWPC
- NEW RADIO FREQUENCY
- MDT'S (MOBILE DATA TERMINALS) IN VEHICLES
- ZETRON INSTALLED AND ACTIVATED
- UPGRADE OFFICER PORTABLE RADIOS
- UPGRADE PORTABLE RADIOS

FIRE PREVENTION

- FIRE PREVENTION WEB PAGE CREATED
- MONTHLY SAFETY TIPS ON PIZZA BOXES
- JUNIOR FIREFIGHTER CAMP
- CITIZENS FIRE ACADEMY
- 9-1-1 DISPLAY AT THE CHILDREN'S MUSEUM
- 395 FIRE ALARMS MONITORED

CADETS

- 30 MEMBER ROSTER (WAITING LIST)
- 5 FORMER MEMBERS ON THE CONTRACT
- 7 NEW MEMBERS
- 9 ATTENDED FFII ACADEMIES
- 2 IN PARAMEDIC SCHOOL
- 8 IN EMT SCHOOL

PROJECTS FOR 2010

- EXPAND THE FIRE PREVENTION WEBSITE
- MARKET PUBLIC EDUCATION PROGRAMS
- EVALUATE COMMUNICATION SYSTEM
- REDUCE THE NUMBER OF FALSE ALARMS
- CONTINUE TO SUPPORT THE EDUCATION AND TRAINING OF OUR CADETS
- MAINTAIN MDT'S (MOBILE DATA TERMINAL) SOFTWARE

ASST. CHIEF WILSON PRESENTED GOALS FOR 2010

- TOP PRIORITY-DESIGN CONSTRUCTION BURN FACILITY ON TRAINING GROUNDS AT STATION #3
- ENHANCEMENT OF APPARATUS MAINTENANCE PROGRAM
- PROMOTE WITHIN – BATTALION CHIEF RANK
- PROMOTE WITHIN – FULL TIME TRAINING/SAFETY OFFICER
- CONTINUE COURSE WORK FOR PUBLIC ADMINISTRATION MASTER'S
- CONTINUE TO PROMOTE EDUCATION AND TRAINING OF ALL MEMBERS (DIVE TEAM)

APPARATUS (STATION ASSIGNMENT & YEAR OF PURCHASE)

- STATION 1
 - ENGINE 2009
 - TRUCK 2007
 - AMBULANCE 2005
- STATION 2
 - TRUCK 2008
 - AMBULANCE 2007
- STATION 3
 - ENGINE 2008
 - TENDER 2006
 - AMBULANCE 2008
- STATION 5
 - ENGINE 2009

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JANUARY 21, 2010 ADJOURNED MEETING MINUTES

APPARATUS (STATION ASSIGNMENT & YEAR OF PURCHASE - CONTINUED)

FUTURE APPARATUS PROJECTS

- REFURBISH SQUAD 1 2010
- MODIFY BRUSH TRUCK 3 2010
- SKID UNIT FOR BRUSH 4 2010
- BATTALION CHIEF VEHICLE 2010
- REPLACEMENT OF AMB. 1 2011/2012

REAL ESTATE GOALS FOR 2010 [TRUSTEES LORENZ & KAVANAGH]

ASST CHIEF WILSON PRESENTED AND DISCUSSED REAL ESTATE GOALS FOR 2010:

- CONCRETE FOR STATION 1 & 3 (#1 REPLACEMENT WARRANTY)
- PAINTING/REPAIRS TO STATION #1 HALLWAYS AND STATION #3 TRAINING
- GENERAL MAINTENANCE FOR ALL PROPERTIES
- PURCHASE LAND BEHIND STATION #3
- MAINTENANCE POSITION – FACILITIES DRIVEN
- REPAIRS TO PFAFF MUSEUM BUILDING AS NEEDED
- LAND SALES AT STATION #4 AND STATION #6 – ON HOLD

CHIEF GRADY MENTIONED THAT THE TECTUM INSTALLATION AT STATION #1 HAS FIXED CEILING ISSUES AND IMPROVED RADIO SOUND.

TRUSTEE DONALD LORENZ COMMENTED THAT THE FRANKFORT FIRE PROTECTION DISTRICT IS ATTEMPTING TO PURCHASE LAND ON MANHATTAN MONEE ROAD AND THE ADJACENT VACANT LOTS AT STATIONS 4 & 6 ARE BEING HELD AS IS WITHOUT INTENTION TO SELL.

ASST CHIEF WILSON MENTIONED THAT THE RAMP PROJECT ON THE SOUTH SIDE OF STATION #3 IS SCHEDULED TO BEING IN THE SPRING.

TRUSTEE DONALD LORENZ STATED THAT GOING FORWARD, THE FRANKFORT FIRE PROTECTION DISTRICT WILL BE OBTAINING A PROFESSIONAL ESTIMATE ON ALL MAJOR PROJECTS.

CHIEF GRADY PRESENTED AND REVIEWED THE OUTLAY OF FRANKFORT FIRE DISTRICT'S BOUNDARY MAP.

A 20 MINUTE RECESS WAS CALLED AT 10:10 A.M.

THE REGULAR BOARD MEETING RESUMED AT 10:30 A.M.

COMMUNICATION COMMITTEE GOALS FOR 2010 (TRUSTEE KAVANAGH & ASST CHIEF RAUCH)

ASST CHIEF RAUCH PRESENTED AND DISCUSSED COMMUNICATION GOALS FOR 2010:

- ASST CHIEF RAUCH EXPRESSED APPRECIATION TOWARDS BUZZ BEVERLY FOR ALL HIS EFFORTS WITH THE INCEPTION OF THE LINCOLNWAY PUBLIC SAFETY CENTER.
- WENT "LIVE" ON FEBRUARY 9, 2009
- FRANKFORT WENT "LIVE" ON FEBRUARY 23, 2009
- PROVIDED ASSISTANCE TO DIRECTOR BRAD VEERMAN FOR RECRUITING, HIRING AND TRAINING PERSONNEL
- ZETRON SYSTEM PURCHASED VIA FEDERAL GRANT – A 3 TONE ALERTING SYSTEM WITH ADDITIONAL DEVELOPMENTAL OPTIONS AVAILABLE FOR FUTURE USE
- MOBILE LAPTOP COMPUTERS OPERATIONAL

PERSONNEL 2010 GOALS (TRUSTEES HOFFMEISTER & TUTKO)

**CHIEF GRADY PRESENTED AND DISCUSSED PERSONNEL GOALS FOR 2010:
STAFFING**

- BATTALION CHIEF POSITION- TESTING AND TIME LINES
- ADMINISTRATIVE STAFFING- DEPUTY FIRE CHIEF
- STATION #4 NEW HIRE PROCESS SPRING 2010

CHIEF GRADY ASKED COMMISSIONER CAROL EKDAHL TO COMMENT ON THE CHANGE IN THE LINE OF QUESTIONING DURING THE INTERVIEW PROCESS RELATIVE TO CURRENT TIMES.

COMMISSIONER EKDAHL REITERATED THE CONTENT THAT DYNAMICS ARE CHANGING THEREFORE; AN OPEN-ENDED, "WHAT-IF" QUESTION IS POSED WHICH EXPLAINS HOW A CANDIDATE THINKS.

- NEW LIST FOR OFFICERS – LIEUTENANTS, ENGINEER SPRING 2010
- TRAINING OFFICER – DISCUSSION
- MAINTENANCE FULL TIME MECHANIC & FACILITIES MANAGER

FINANCES & PEOPLE

- CONTINUE MONITORING PERSONNEL COSTS

FINANCES, BUDGET & STAFFING – CONCERNS FOR THE FUTURE

- SUFFICIENT DAILY STAFFING
- FULL TIME, CONTRACT & PART TIME (MAY 2011)
- ADDITIONAL OFFICERS AT STATIONS
- KEEP COMMISSIONERS INVOLVED
- MAINTENANCE VEHICLES & BUILDINGS

FINANCES, BUDGET & STAFFING – CONCERNS FOR THE FUTURE (CONTINUED)

- ADDITIONAL DAILY SUPERVISION – BATTALION CHIEF
- TRAINING ASSISTANCE
- EXPANDED TRAINING
- REASSIGNMENT OF OFFICE STAFF/DUTIES
- 7G AGREEMENTS WHERE AND APPLICABLE
- POST RETIREMENT PROGRAM
- USE OF CADETS IN SUPPORT ROLES

CHIEF GRADY EXPLAINED THE COST OF A NEW HIRE USED BY FRANKFORT FIRE PROTECTION IS 65% OVER THE BASE SALARY AS A MEASUREMENT TOOL FOR FULL TIME PERSONNEL. CONTRACT SERVICES ARE BASED UPON AN AGREED FIXED PRICE. PART TIME AND 7G'S ARE PREDETERMINED HOURLY RATES.

OPEN FORUM

ASST CHIEF WILSON ANSWERED TRUSTEE WILLIAM F. HOFFMEISTER'S CONCERNS REGARDING A TIMELINE FOR THE TRAINING OFFICER POSITION BY STATING HE IS WORKING WITHIN FRANKFORT'S NEEDS AND WILL ADDRESS THE TRAINING OFFICER POSITION/DUTIES ONCE STATION #4 IS UP AND RUNNING AND AFTER THE BATTALION CHIEF RANK HAS BEEN ESTABLISHED.

CHIEF GRADY ADDED THE PROCESS WILL BE BROUGHT TO THE PERSONNEL COMMITTEE AND PROCEED FROM THERE.

TRUSTEE LORENZ ASKED WHAT HOURS ARE THE TRAINING OFFICER EXPECTED TO WORK, WHAT DUTIES, WOULD THEY BE A FIREFIGHTER/MEDIC AND DO OTHER DEPARTMENTS HAVE TRAINING OFFICERS. THE BOARD HELD AN OPEN DISCUSSION.

LIEUTENANT TODD HAMM, FRANKFORT FIRE PROTECTION DISTRICT'S PART TIME TRAINING OFFICER, COMMENTED THAT HE INVESTS SOMETIMES UP TO 30 HOURS PER WEEK AND OTHER WEEKS ONLY WHAT IS WARRANTED.

TRUSTEE MICHAEL KAVANAGH STATED THAT A TRAINING OFFICER IS RESPONSIBLE FOR MANY OTHER DUTIES INCLUDING FOLLOW UP WITH CONTACTS THAT ARE AVAILABLE ONLY ON WEEKENDS.

TRUSTEE ROBERT TUTKO SUGGESTED DEVELOPING A STRATEGIC PLAN WHICH TIES DIRECTLY TO OUR OPERATING BUDGET. TRUSTEE ROBERT TUTKO STATED THE BIGGEST EXPENDITURE OF ANY ORGANIZATION IS PEOPLE AND PLACING THE RIGHT PEOPLE IN THE RIGHT SPOTS.

COMMISSIONER CAROL EKDAHL SUGGESTED SHARING THE TRAINING OFFICER POSITION WITH OTHER DISTRICTS.

LIEUTENANT PAUL KINSELLA BROUGHT UP A CONCERN ABOUT ADEQUATE STAFFING AND POSSIBLE SAFETY ISSUES. CHIEF GRADY ADDRESSED HIS CONCERN AND ASSURED HIM THAT THE PERSONNEL COMMITTEE WOULD ASCERTAIN PROPER STAFFING WITH THE OPENING OF STATION 4. ASST. CHIEF WILSON ADDED THAT THERE WOULD BE UPS AND DOWNS IN STAFFING DUE TO TIME OFF ON QUANTITY OF CALLS.

TRUSTEE LARRY NICE PRESENTED FOR DISCUSSION RESIDENTIAL SPRINKLERS. ASST. CHIEF LARRY RAUCH SAID THE DISTRICT SHOULD WORK WITH THE STATE ON THIS ISSUE SINCE RESIDENTIAL SPRINKLERS WILL BE REQUIRED IN 2011 CODES FOR NEW CONSTRUCTION.

CHIEF GRADY SAID THAT STATION #3 WINDOWS AND DOORWAY MAINTENANCE WILL BE BROUGHT TO THE REAL ESTATE COMMITTEE.

TRUSTEE DONALD LORENZ WOULD LIKE TO ASSESS THE COST EFFECTIVENESS AND LIABILITY ISSUES OF HIRING A FULL TIME MAINTENANCE/MECHANIC STAFF VERSUS CONTRACTING THE WORK OUT. ASSISTANT CHIEF WILSON, TRUSTEE ROBERT TUTKO, AND TRUSTEE WILLIAM F. HOFFMEISTER AGREED. CHIEF GRADY ADDED THAT SELECT FIREFIGHTER PERSONNEL ARE RESOLVING MANY OF THE SMALLER MAINTENANCE ISSUES IN HOUSE IN A TIMELY MANNER.

TRUSTEE WILLIAM HOFFMEISTER ASKED ABOUT THE POSSIBILITY OF AN EXCHANGE OF LAND IN ORDER TO ACQUIRE THE PROPERTY BEHIND STATION #3. THE BOARD HELD DISCUSSION ON LAND AND DEVELOPMENT OF SAID LAND.

CHIEF GRADY WILL MOVE FORWARD WITH THE DUTY OFFICER POSITION AND ADDRESS STATION #4 STAFFING. ASSISTANT CHIEF WILSON HAS BEEN CHARGED WITH MOVING FORWARD WITH THE TESTING PROCESS FOR ENGINEER AND LIEUTENANT POSITIONS.

TRUSTEE WILLIAM HOFFMEISTER WOULD LIKE TO ADD EXTRA TIME TO THE REGULARLY SCHEDULED MEETINGS TO DISCUSS PERSONNEL AND EQUIPMENT RELATED ISSUES.

TRUSTEE WILLIAM HOFFMEISTER ASKED IF THERE WERE ENOUGH CANDIDATES ON THE CURRENT FIREFIGHTER HIRING LIST. CHIEF GRADY AND COMMISSIONER CAROL EKDAHL ADDRESSED THIS CONCERN.

TRUSTEE DONALD LORENZ ASKED ABOUT THE STAFF BIDDING PROCESS FOR STATION #4. CHIEF GRADY SAID THE BIDDING PROCESS IS WELL BALANCED.

TRUSTEE WILLIAM HOFFMEISTER ASKED FOR ANY FURTHER COMMENTS OR QUESTIONS. CHIEF GRADY REITERATED THAT HE WOULD BE MOVING FORWARD WITH DUTY OFFICER POSITION. ALSO MENTIONED WAS THAT THE PROJECTED CPI FOR NEXT YEAR IS 2.7. TRUSTEE HOFFMEISTER WOULD LIKE ADMINISTRATIVE STAFF TO DISCUSS POSSIBLE CHANGES WITH CHIEF GRADY. IN SUMMATION CHIEF GRADY STATED THAT FRANKFORT FIRE PROTECTION DISTRICT HAS A GOOD ATTITUDE WITH GOOD PEOPLE.

ADJOURNMENT

A MOTION WAS MADE BY TRUSTEE LARRY NICE, SECONDED BY TRUSTEE MICHAEL KAVANAGH THAT THIS MEETING BE ADJOURNED.

THE PRESIDENT DIRECTED THE SECRETARY TO CALL THE ROLL FOR THE VOTE UPON SAID MOTION.

UPON THE ROLL BEING CALLED THE FOLLOWING TRUSTEES VOTED:

AYE: WILLIAM F. HOFFMEISTER, ROBERT TUTKO, LARRY NICE, MICHAEL KAVANAGH AND DONALD LORENZ

NAY: NONE

THE PRESIDENT DECLARED THE MOTION CARRIED AND ADJOURNED THE MEETING. MEETING ADJOURNED AT 12:30 P.M.

MICHELLE SELVAGGIO, RECORDING SECRETARY

SECRETARY, BOARD OF TRUSTEES